



CM/ECF

Civil Manual For New Users

December, 2012

Table of Contents

Getting Started.....	5
Introduction	5
Help Desk.....	5
Access to ECF Information and Resources	5
ECF System Capabilities	6
Registration.....	6
ECF Access	6
Public Access to Courts Electronic (PACER) Access	6
Requirements.....	7
Hardware and Software Requirements	7
Preparation.....	7
Setting Up the Acrobat PDF Reader.....	7
Portable Document Format (PDF)	7
How to View a PDF File.....	7
How to Convert Documents to PDF Format.....	8
PDF/A Documents	9
Creating a PDF/A with Microsoft Word.....	9
Creating a PDF/A with Corel WordPerfect X4	10
Using Hyperlinks in PDF/A Documents.....	11
A Step-By-Step Guide.....	12
Log into the Live ECF System	12
Selecting ECF Features	15
Logout out of the Live System	15
General Information	16
General Rules and Manipulations	16
Correcting a mistake:.....	16
Signatures; Affidavits of Service.....	16
Filing a New Civil Case (e.g., Complaints, Petitions, Notices of Removals).....	18
Suggested Tasks to Complete Prior to Electronically Filing in ECF	38
Maintain Your Account – Utilities Menu.....	38
Maintain User Account information	38
More user information	39

Email Information.....	40
If Adding Additional E-mail Address(es):	44
View Your Transaction Log.....	45
Mailing information for a case	46
Filing Documents for Civil Cases	47
Filing an Answer	48
Key Reminders about the Notice of Electronic Filing:.....	56
Document and Attachment Numbering.....	56
Filing a Motion	57
Filing a Notice of Hearing on Motion	62
Filing a Memorandum in Support of a Motion	65
Filing an Affidavit with Attachments/Exhibits in Support of a Motion	68
Filing Exhibits.....	72
Filing a Meet-and-Confer Statement	76
Filing a Stipulation.....	78
Filing a Certificate of Service on Proposed Order	80
Appendix A.....	82
Sample Attorney Registration Page.....	82
Appendix B	83
Viewing Restricted Cases & Filings in ECF.....	83
Social Security & Immigration Cases	83
Restricted Filings in ECF	83
Appendix C.....	85
Add/Create Party for Third-Party Complaint	85
Definition of Controls.....	89
Appendix D.....	90
Additional Information Regarding ECF	90
Selecting Filers in a Large Case.....	90
Common Errors with ECF Filing	90
Documents Filed In Error	90
Posting The Wrong Pdf File To A Docket Entry Or Entering The Wrong Case Number.....	90
Selecting The Wrong Document Type	91
Failure To Select A Document To File.....	91

ATTACHMENTS AND ATTACHMENT SIZE	91
PACER Window	92
Sealed Documents.....	92
Appendix E	93
The Federal Rules and Personal Identifiers.....	93
Waiver of Protection of Identifiers	93
Enforcement.....	93
Filing Unredacted Documents Under Seal.....	94
Sample of Reference List of Personal Identifiers Redacted	95
Appendix G.....	96
Creating an Appendix with Document Links.....	96
Options for Creating an Appendix.....	96
Creating an Appendix with the “Include documents in Appendix” Option	96
Creating an Appendix with the “Include document hyperlinks in Appendix” Option.....	96
Appendix H	98
Accessing the ECF Training Database.....	98
Appendix I	99
Accessing the New Cases Report.....	99
Appendix J	100
MDL Case Report.....	100

Electronic Case Filing System

User's Manual

Getting Started

Introduction

This manual provides instructions on how to use the Electronic Filing System to file documents with the court, or to view and retrieve docket sheets and documents for all cases assigned to this system. Users should have a working knowledge of word processing, web browsers, file management and Adobe Acrobat.

Help Desk

Contact the Court's ECF Help Desk for assistance between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.

Local: 612-664-5155

Toll Free: 1-866-325-4975

OR

E-mail: ecfhelpdesk@mnd.uscourts.gov

Access to ECF Information and Resources

For up-to-date information on ECF, visit the U.S. District Court web site at:
www.mnd.uscourts.gov

The CM/ECF link provides access to:

- Live login to CM/ECF
- Automated Password Reset
- General Information
- Training Information
- Reference Guides and User's Manuals
- CM/ECF Help

ECF System Capabilities

The electronic filing system allows registered participants with Internet accounts and web browsing software to perform the following functions:

- Electronically file pleadings and documents in actual (“live”) cases
 - View official docket sheets and documents associated with cases
 - View various reports for cases that were filed electronically
- } PACER Functions

Registration

ECF Access

ECF logins and notices of electronic filing will only be sent to attorneys who are members in good standing of the bar of this court or to attorneys admitted pro hac vice. To be in good standing, an attorney must comply with the requirements of [LR 83.6](#), including timely payment of the registration fee due every third year during the court’s re-registration process. After being admitted, attorneys must file a notice of appearance in the case(s) they wish to appear as attorney of record.

If you are currently admitted to the Federal Bar and are in active status, send an e-mail to ecfhelpdesk@mnd.uscourts.gov requesting ECF access. The e-mail should include the: Attorney’s full name, MN Bar I.D., and E-mail address. We will verify your admission status with the court and e-mail your login/password information to you at the email address listed in ECF. Login/password information can only be emailed directly to the attorney. If your admission status is inactive, you will need to re-register to receive a login and password. You may also make the request by calling the help desk at 1-866-325-4975 and providing the above information.

If you have forgotten your CM/ECF password, users can request a password reset by clicking on the reset link on the main ECF login page. You will need to enter your ECF login ID and click the submit button. An email message will be sent to the address of record for the user that will allow a change to the password.

Registered users can visit a training version of the system on the Internet at <https://ecf-train.mnd.uscourts.gov> to practice ECF activities. We strongly recommend that registered users practice in the “training” ECF database before filing documents in the “live” ECF database.

Public Access to Courts Electronic (PACER) Access

PACER is an electronic public access service that allows users to obtain case and docket information from Federal Appellate, District and Bankruptcy courts, and from the U.S. Party/Case Index. ECF users must have a PACER account with the Court in order to use the Query and Report features of the ECF system.

If you do not have a PACER login, contact the PACER Service Center to establish an account. You may call the PACER Service Center at (800) 676-6856 or (210) 301-6440 for information or to register for an account. Also, you may register for PACER online at <http://www.pacer.gov/>.

Requirements

Hardware and Software Requirements

The hardware and software needed to electronically file, view and retrieve case documents are the following:

- A personal computer running a standard platform such as Windows or Macintosh
- A PDF-compatible word processor like Macintosh or Windows-based versions of Corel WordPerfect or Microsoft Word
- An Internet Service provider
- A Web browser. Internet Explorer 7.0 or 8.0 and Firefox 3.5 are recommended. Some users have had positive experiences with other Web browsers, but those listed here have been tested and certified for compatibility with CM/ECF. Mozilla Firefox is compatible with Mac and can be downloaded at no cost.
- Software, such as Adobe Acrobat Writer or pdfFactory, to convert documents from a word processor format to portable document format (PDF). Versions of Adobe Acrobat 6 and later, and Acrobat Writer 5.0 adequately meet the CM/ECF filing requirements.
- Adobe Acrobat Reader, which is available for free, is needed for viewing PDF documents
- A scanner may be necessary to create electronic images of documents not in your word processing system

Note: Scanning is only used for documents that cannot be produced electronically. Scanned documents lessen the level of service we provide by slowing down the entire system. We are moving away from the utilization of scanned documents internally and ask you to do the same whenever possible.

Preparation

Setting Up the Acrobat PDF Reader

Users must set up Adobe's Acrobat Reader software to view documents that have been electronically filed on the system. When installing this product, please review and follow Adobe's directions to utilize Acrobat Reader after installation.

Portable Document Format (PDF)

All documents (e.g., pleadings) must be converted to PDF or PDF/A format before being posted to the Court's Electronic Case Filing (ECF) system. Before sending the file to the court, users should preview the PDF formatted document to ensure it appears in its entirety and in the proper format. Only PDF documents may be filed using the ECF system.

HOW TO VIEW A PDF FILE

1. Start Adobe Acrobat program
2. Click File menu > Open
3. Click the location and file name of the PDF document to be viewed
4. Adobe Acrobat Exchange loads the file and displays it on the screen

Note: If the displayed document is larger than the screen or consists of multiple pages, use the scroll bars to move through the document. Click the View menu for other options for viewing the displayed document. Choose the option that is most appropriate for the document.

HOW TO CONVERT DOCUMENTS TO PDF FORMAT

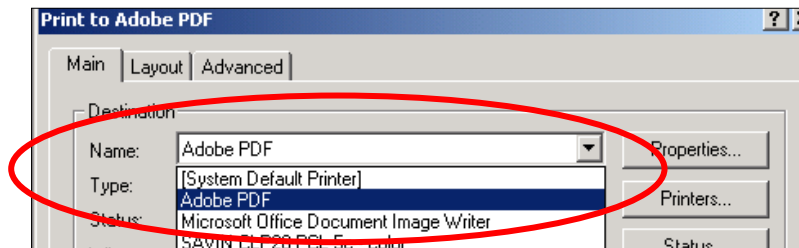
The conversion process requires special software such as Adobe Acrobat Writer or FinePrint pdfFactory. Some software (e.g., WordPerfect and Microsoft Word) have Acrobat components built-in or available as add-ins. These can be used to convert documents to PDF. The District Court of MN is not concerned with what software is used to convert the file. Options besides Adobe Acrobat include any features already in your word processing software, or any of the following:

- 602Pro Print Pack 2002
- BCL easy PDF 3.1
- eDocPrinter PDF Pro 5.58
- eXPert PDF Printer 2.0
- FinePrint pdfFactory PRO 1.57
- 602Pro Print Pack 2002
- LeadTools ePrint 3.0
- pdf995 and pdfEdit 995
- PDF-XChange 2.5
- Jaws PDF Creator 3.0
- Win2PDF Pro
- LeadTools ePrint 3.0

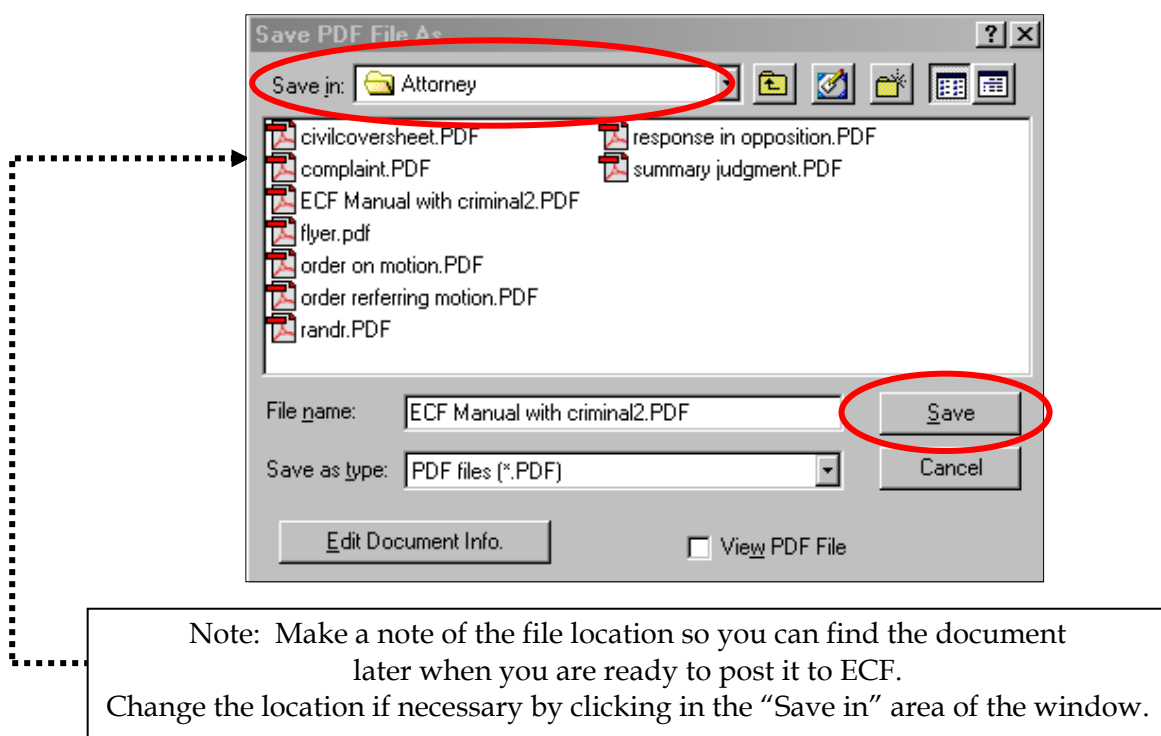
Using any word processing program convert the file to PDF by:

Once PDF conversion software is loaded on your computer:

1. **Open** the document to be converted
2. Select **Print** option (generally found in the File menu)
3. **Change** printer option to the PDF choice available (A drop-down menu with a list of printers is displayed)



4. **"Print"** the file. The file should not actually print out; instead the option to save the file as a PDF format file appears (below):



5. Name the file, giving it the extension ".PDF" and click the **Save** button.

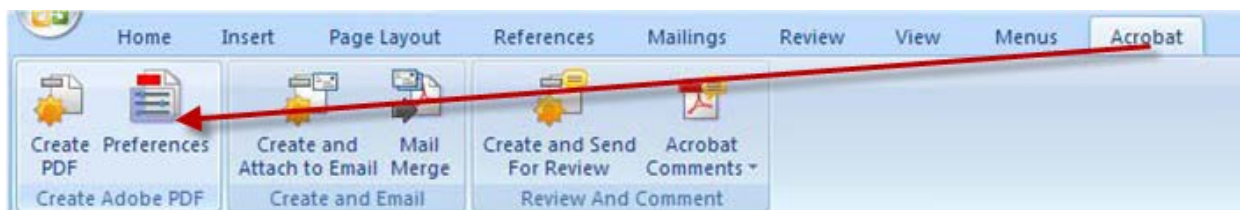
NOTE: Depending on the word processing program being used, it may be necessary to find the printer selection option elsewhere. At that point, change the printer to Adobe PDFWriter, and follow the directions above.

PDF/A Documents

PDF/A is a standard format that allows for the long-term archiving of electronic documents with the assurance that the documents will be accessible in the future. CM/ECF will now accept both PDF and PDF/A documents.

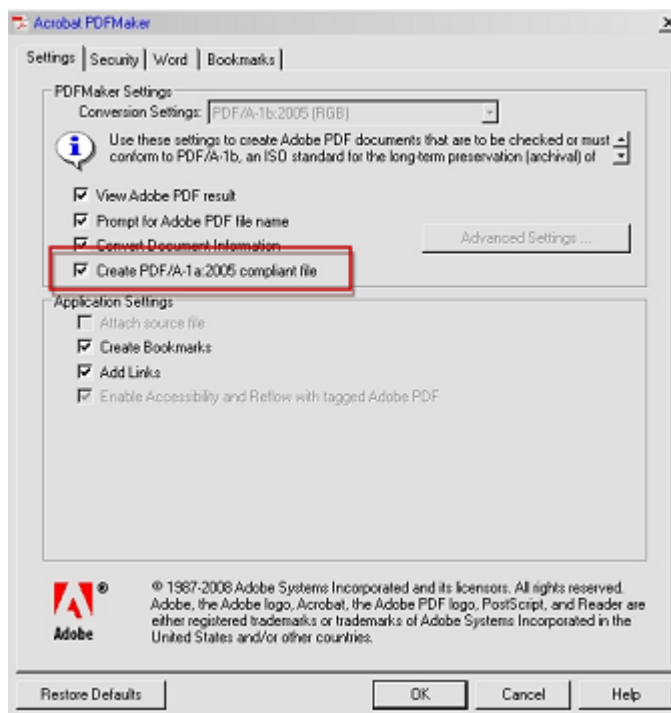
CREATING A PDF/A WITH MICROSOFT WORD

1. To create a PDF/A directly from MS Word, the user must update the PDF conversion settings. In Word 2007, click on Preferences in the Acrobat menu in the ribbon:



In older versions of Word, go to Adobe PDF>Change Conversion Settings to access the PDFMaker window.

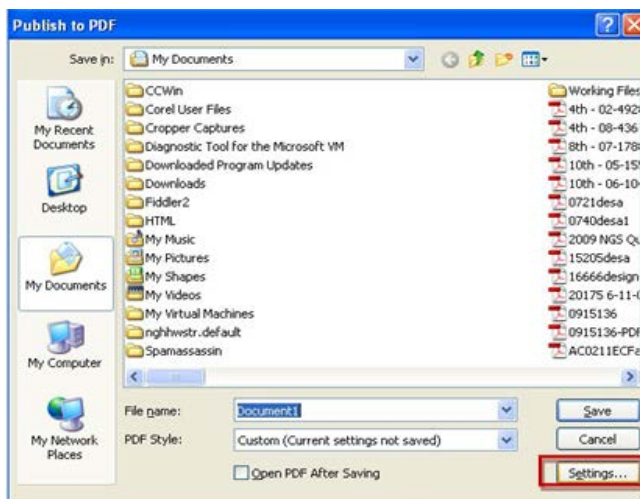
2. In the PDFMaker window, click the Create PDF/A-1a:2005 compliant file checkbox, then click OK.



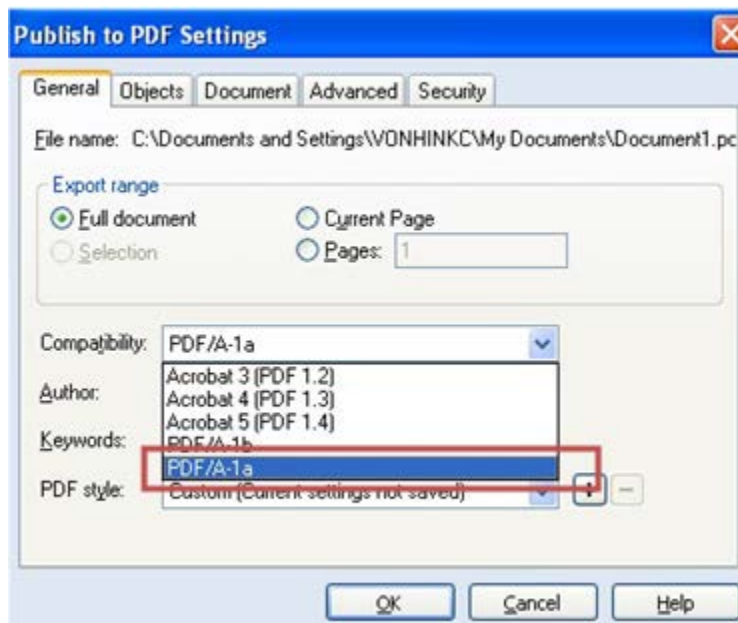
CREATING A PDF/A WITH COREL WORDPERFECT X4

Note: Older versions of WordPerfect do not include PDF/A in the Compatibility options.

1. To create a PDF/A directly from WordPerfect X4, click on File> Publish to PDF, then click Settings.

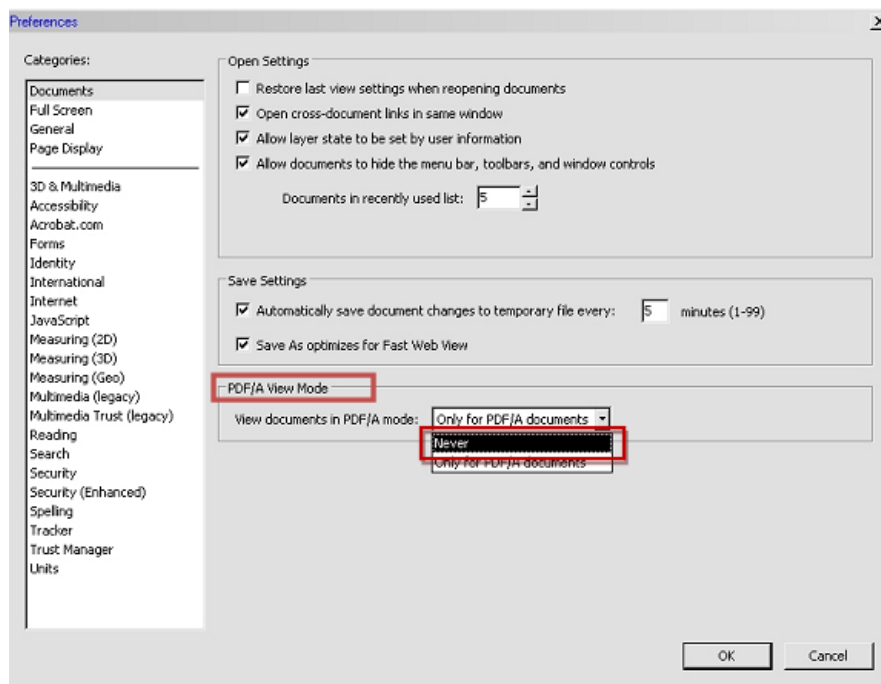


2. In the Publish to PDF Settings window, select PDF/A-1a from the Compatibility dropdown, then click OK.



USING HYPERLINKS IN PDF/A DOCUMENTS

To access hyperlinks in a PDF/A document, in Adobe Acrobat/Reader, go to Edit> Preferences> Documents, and select Never in the PDF/A View Mode dropdown list.

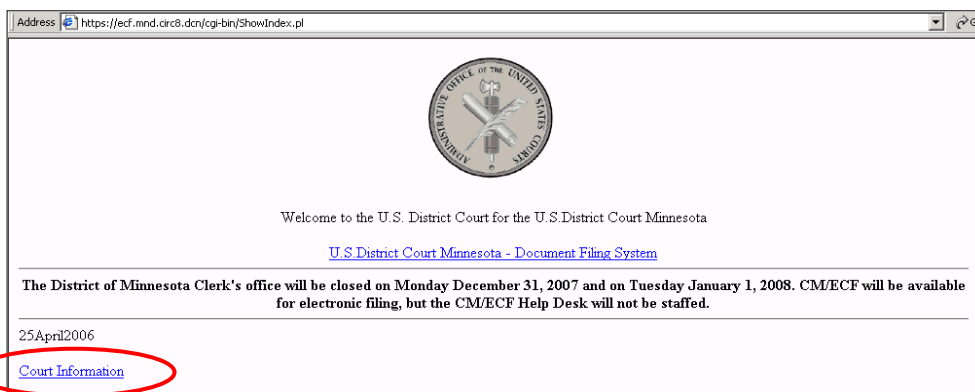


A Step-By-Step Guide

Below is a step-by-step guide for accessing the ECF system, preparing a document for filing, filing a motion or application, and displaying a docket sheet. Before actually filing for the first time, it is recommended to practice filing in the training database (instructions outlined in the Appendix).

Log into the Live ECF System

1. Via the Internet at: <https://ecf.mnd.uscourts.gov/cgi-bin/ShowIndex.pl>



NOTE: The Court Information link provides users with current Court and PACER Information.

OR

1. From the District of Minnesota's Web site at: www.mnd.uscourts.gov
2. Click **Live ECF LINK**



3. Click **District Court Minnesota – Document Filing System**



The following window will appear:

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauth U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You will need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:

Password:

client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security or taxpayer-identification numbers; dates of birth; names of minor children; financial account numbers; and, in criminal cases, home addresses, in compliance with [Fed. R. Civ. P. 5.2](#) or [Fed. R. Crim. P. 49.1](#). This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Notice
An access fee of \$0.08 per page, as approved by the Judicial Conference of the United States, will be assessed for access to this service. For more information about CM/ECF, [click here](#) or contact the PACER Service Center at (800) 676-6856.

CM/ECF has been tested and works correctly with Firefox 3.0, and Internet Explorer 7.0.

NOTE: The Live Login window for ECF will have a white background; the Training Database Login will have a teal or green-colored background (see Training Database section if necessary)

NOTE: Notice of Redaction check box must be selected for successful login to CM/ECF.

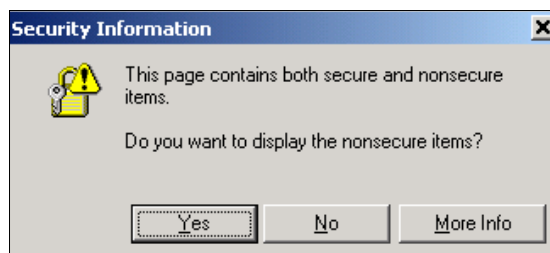
Note: All CM/ECF login names and passwords are case sensitive.

4. Enter your ECF Login and Password in the appropriate entry fields

If...	Then...
Filing a pleading or maintaining your account	Login to ECF

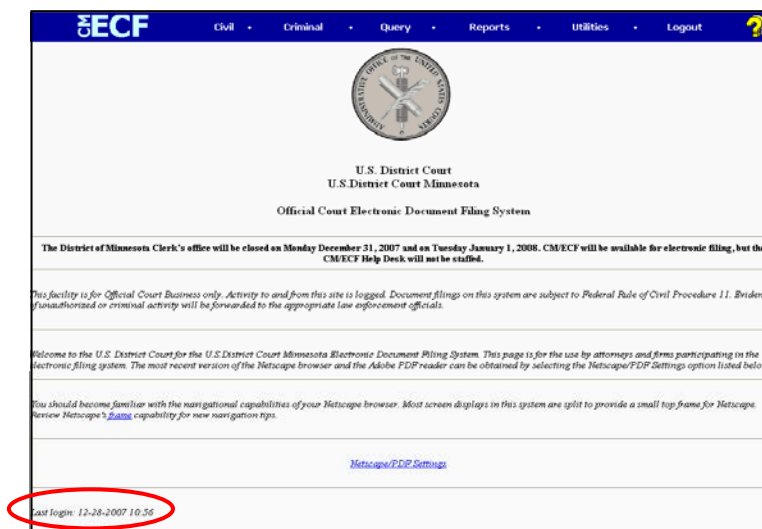
Viewing a document or using a query for case information	Login to PACER**
Login information was incorrectly entered in	Click Clear, re-login
<p>** The PACER login provides the ability to view ECF case dockets and documents with the user being charged a fee. The client code field is an optional PACER field used for organizing your monthly bill to associate costs to specific clients.</p> <p>Logging into ECF with PACER login information will prohibit you from successfully accessing the ECF system.</p>	

5. Click **Login** to transmit your user information to ECF
The following security window will appear:



6. Click **Yes** to Continue (Click “No” or “More Info” if unsure about this option)

The Main ECF window will appear:




NOTE: The *date you last logged into* the system appears at the bottom left corner of this screen. Review this information each time you login for security reasons. If you believe your last login date and time are incorrect, or suspect an unauthorized party is using your login and password, please call the court's ECF Help Desk as soon as possible.

Selecting ECF Features

The following features are accessible from the Blue menu bar at the top of the main window.



Feature	Use this option to:
Civil	Electronically file all civil case pleadings, motions, and other court documents.
Criminal	Electronically file all criminal case pleadings, motions, and other court documents.
Query	Search by specific case number, party name, or nature of suit to retrieve documents that are relevant to the case. You must login to PACER before you can query ECF.
Reports	Retrieve docket sheets and cases-filed reports. You must login to PACER before you can view an ECF report.
Utilities	View your personal ECF transaction log and maintain personal ECF account information.
Search	Use to find and get to the menu option or docket event that you need. Type in a partial or full word and a complete list of menus and events containing the word is displayed. The items appearing are links to the filing of the event.
Logout	Sign out of ECF and prevents any filing with your password until the next time you log in. Only one user can be logged in using the same login/password at once.
	See a help file for the screen you are viewing.

Logout out of the Live System

After you have completed all transactions for a particular session in ECF, you should exit from the system.

1. Click **Logout**
2. A pop-up message will appear stating, "Although you have logged out from CM/ECF, data remains in the browser's memory (and might be available to someone else using your PC). Please close your browser now to clear this data."

General Information

Registered filers will use the *Civil* feature of ECF to electronically self-file and docket with the Court a variety of pleadings and other documents for civil cases.

General Rules and Manipulations

CORRECTING A MISTAKE:

Use the **[Back]** button on the browser toolbar to go back and correct an entry made on a previous screen. However, once the document is transmitted to the court, only the court can make changes or corrections.

SIGNATURES; AFFIDAVITS OF SERVICE

A pleading or other document requiring a signature must be signed in the following manner:

s/Pat Attorney
Pat Attorney
Bar Number 12345
Attorney for (Plaintiff/Defendant) XYZ Company
ABC Law Firm
123 South Street
Minneapolis, MN 55415
Telephone: (612) 555-5555
Fax: (612) 555-5554
emailaddress@domain.com

The following procedure applies when a stipulation or other document (e.g., a joint motion, joint exhibit list, and 26(f) report) requires two or more signatures:

- a. The filer must initially confirm that the content of the document is acceptable to all signatories by obtaining their original signatures on the document.
- b. The filer then must file the document electronically, indicating the signatories with an “s/signature” (e.g., “s/ Jane Doe,” “s/ John Smith,” etc.) for each signatory.

By filing the document, the attorney certifies that: (1) the document has been signed by all necessary people, including affiant and notary; and (2) if applicable, and the ink signed originals exist and will be available in their office for inspection. These documents should be retained in accordance with the retention rules required by the Eighth Circuit and Federal Circuit.

- c. A non-filing signatory or party who disputes the authenticity of an electronically filed document containing multiple signatures or the authenticity of the signatures themselves must file an objection to the document within 14 days of service of the document.

Filing a New Civil Case (e.g., Complaints, Petitions, Notices of Removals)

Initiating documents (e.g., complaints, petitions, notices of removal, etc.) along with civil cover sheets should be filed electronically in ECF. Filers are responsible for entering all case information including the Nature of Suit, Cause of Action and named parties. Sealed civil cases and miscellaneous cases cannot be opened electronically by attorneys and will be opened by the Clerk's Office.

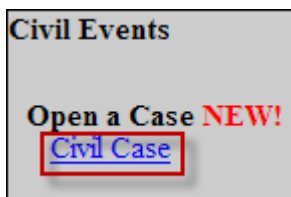
Electronic civil case opening is a two part process: **1) enter the case data**, and **2) file the initiating documents**. For assistance during this process, please contact the CM/ECF Help Desk at 612.664.5155 or 866.325.4975.

PART I: ENTER the CASE DATA

1. After logging into CM/ECF with the filing attorney's CM/ECF account, select **Civil** from the blue menu bar at the top of the ECF screen.



2. Click **Civil Case** under Open a Case NEW!



3. A window will appear with important instructions on the case opening process. Review this information, and then click **Next**.

Please note: only attorneys fully admitted to the District of Minnesota or MDL attorneys filing a new MDL case may open a new case.

A screenshot of the 'Open Civil Case' window in the CM/ECF application. The window has a light green background and a grey header bar with the title 'Open Civil Case'. The main content area contains the following text: 'IMPORTANT! Only attorneys fully admitted to the District of Minnesota or MDL attorneys filing a new MDL case may open a new case.' followed by instructions to consult the 'Electronic Case Opening Instructions', 'Party Name Guide', and 'Cause of Actions' for more information. It then lists documents to prepare: 'Civil Cover Sheet', 'Complaint', and 'Notice of Removal'. It also mentions paying the filing fee and filing documents separately. At the bottom, there is a 'Next' button (highlighted with a red rectangular box) and a 'Clear' button.

4. Bypass this screen without making any changes. Click **Next**.

Open Civil Case

ATTENTION: Please bypass this screen without making any changes. Simply click on the Next button.

Office Case type

Date filed: 10/10/2012

Other court name

Other court number

5. Enter the Case Data:

The Case Data Screen may be completed using the information provided on the Civil Cover Sheet. The Civil Cover Sheet (JS44) is available in fillable form on the court's website at http://www.mnd.uscourts.gov/FORMS/court_forms.shtml. A completed Civil Cover Sheet must be attached in PDF format when filing the case initiating document in PART II of the Electronic Civil Case Opening process.

Selections made on the Case Data Screen are very important. If an error message appears on the screen, double-check the accuracy of the information entered, which must be corrected before case opening may continue.

Open Civil Case

HELPFUL HINTS

1. Please enter below the information as it appears on the completed *Civil Cover Sheet*.
2. Only when selecting *Diversity* as the basis for **Jurisdiction**, enter the citizenship of the principal plaintiff and principal defendant in the fields provided.
3. Change **Fee Status** to *pend (IFP Pending)* if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*.
4. Change **Fee Status** to *wv (waived)* if filing on behalf of the United States of America.

Jurisdiction

Cause of action Filter:

Nature of suit Filter:

Origin

Citizenship plaintiff

Citizenship defendant

Jury demand Class action Demand (\$000)

Arbitration code County

Fee status Fee date Date transfer

Leave date defaulted

Jurisdiction

Jurisdiction is a term that refers to whether a court has the power to hear a given case.

"Federal Question" jurisdiction means that federal courts will hear cases that involve issues regarding the Constitution or other federal laws. "Diversity Jurisdiction" is where the opposing parties are citizens of different states. "Diversity jurisdiction" enables a federal court to hear cases where there is not a federal question. The federal law governing diversity jurisdiction states that a case must have an "amount-in-controversy" of \$75,000 or more before a federal court can hear a case.

Jurisdiction defaults to 3 (*Federal Question*). The drop-down list displays additional options for jurisdiction, including 1 (*U.S. Government Plaintiff*), 2 (*U.S. Government Defendant*), 4 (*Diversity*), 5 (*Local Question*).

Cause of Action

Available statutes, which are also referred to as Causes of Action, are listed in numerical order. To enter the applicable Cause of Action, click the drop-down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial statute number or text description. CM/ECF will narrow the drop-down list to only the items that match the statute number or description entered. If you cannot locate a specific Cause of Action, select a generic statute, e.g. 28:1332 Diversity, 28:1441 Petition for Removal.

Cause of action	28:1332pip (28:1332-pip-Diversity-Personal Injury, Product Liability)	Filter: 28:1332	Clear filter
------------------------	---	-----------------	--------------

Nature of Suit

Nature of suit codes are listed in numerical order. To enter the Nature of Suit, click the drop-down list and scroll down to find the appropriate selection. Or, use the Filter field by entering a full or partial number or text description. CM/ECF will narrow the drop-down list to only the items that match the number or description entered.

Nature of suit	367 (Personal Injury: Health Care/Pharmaceutical Personal Injury Produc	Filter: 367	Clear filter
-----------------------	---	-------------	--------------

Origin

A Complaint originating in Federal Court is classified under Origin 1 (*Original Proceeding*). A Notice of Removal is classified under origin code 2 (*Removal from State Court*). Use the drop-down box to select the appropriate origin code for the case.

Citizenship

The citizenship of the parties must be provided only for cases in which Diversity has been selected as the basis for jurisdiction. When filing a diversity case, select the appropriate citizenship statement for the plaintiff and the defendant.

Jury Demand

Jury demand should be selected only if there is a jury demand contained within the case initiating document(s). The jury demand status may be entered by the plaintiff when filing a Complaint or the defendant when filing a Notice of Removal. *N (none)* should be selected if none of the parties have formally demanded a jury trial.

Class Action

If the Complaint alleges a class action, select “y” in the **Class Action** field. To request class certification, a separate motion must be filed after the case has been opened.

Demand

If a monetary demand is included in the Complaint, enter the amount to the nearest thousand dollars. For example, if the demand is \$1,500,000 enter 1500, without a dollar sign, comma or decimal.

Arbitration Code

Leave this field blank.

County

Click the **County** drop-down list to display a list of all counties in the District of Minnesota. From the list, select the county of residence of the first listed plaintiff. If the U.S. Government is the plaintiff, select the county of residence of the first listed defendant.

Fee Status

Unless filing on behalf of a U.S. governmental agency or if filing an *Application to Proceed in District Court without Prepaying Fees or Costs*, the fee status should be set to **pd (paid)**. If an *Application to Proceed in District Court without Prepaying Fees or Costs* is being filed, **pend (IFP pending)** should be selected. Attorneys for the United States or agencies of the United States government should select **wv (waived)** as the fee status.

Fee date

Leave this date defaulted. Do NOT modify.

Date Transfer

Leave this field blank.

6. Enter Party Names

Perhaps the most critical component of electronic civil case opening is the entry of party names. It is important that this be done correctly because it impacts not only the case being filed, but the general records of the court. The **Party Name Guide** is available on the court's [website](#) to provide assistance in adding party names. **IMPORTANT:** Please consult the guide before entering a new party into the court's CM/ECF database. If filing a Notice of Removal, enter the parties from the Complaint.

Searching for a Party

The Party Search screen is divided into two panels. The left panel contains controls to **Add New Party** and **Create Case**. The search fields in the right panel allow users to search the CM/ECF database for party names.

To enter a party name, first search existing names in the CM/ECF database by entering at least two letters of the party's last name in the **Last/Business Name** field. If the party is a business, enter the first two letters of the business name. Omit articles such as A, An, and The. **Please do NOT enter parties in all CAPS.**

Click the Search button to view a list of available party names.

The screenshot shows the 'Open Civil Case' screen. At the top, there is a 'HELPFUL HINTS' section with four numbered instructions. Below this, there are buttons for 'Add New Party' and 'Create Case'. To the right, there is a search section titled 'Search for a party' with three input fields: 'Last / Business Name', 'First Name', and 'Middle Name'. A 'Search' button is located below these fields. On the left side, there is a 'Collapse All' link and a list item '0:12-cv-?????'.

As the system searches for a party name match, CM/ECF will display a list of existing party names. Scroll through the list to review the potential party name matches. If the name of the party appears in the list, click on the party name to highlight it, and then click the **Select Party** button. If there are multiple parties with the same name, double click on the party name to determine if there is address information entered. **Do not pick a party with address information.** If the name of the party does not appear in the list, consult the *Creating a New Party* instructions below.

This screenshot shows the search results dropdown menu. The 'Last / Business Name' field contains 'ABC'. The dropdown menu is open, showing a list of search results: 'ABC', 'ABC Co.', 'ABC Company', 'ABC Coporation', 'ABC Corporation', and 'ABC Electronics'. Below the list are two buttons: 'Select Party' and 'Create New Party'.

Creating a New Party

If the system does not find a match after performing a party name search; click the **Create New Party** button to create a new party record in the CM/ECF database.

CM/ECF will display the Party Information screen. Although several data entry boxes appear on the Party Information screen, only the following fields should be completed.

Last name;
First name;
Middle name or initial (If applicable);
Generation (If applicable);
Title (If applicable);
Role; (Plaintiff or Defendant) and
Party text (If Applicable)

Note: The **Corporation** field does not need to be modified.

Do NOT enter any additional information (address, phone, email, etc.).

Party Name

Party names must be entered as they appear on the case caption. For businesses, the entire company name must be entered in the **Last/Business Name** field. For individuals, the Last name, First name, and Middle name fields are used. The Generation field (e.g., Jr. Sr.) and Title field may also be completed, if applicable.

Role

The Role type defaults to defendant. **Important: modify this field to the correct party role from the drop-down list.**

Party Text

The Party text field is optional and may be used to add descriptive information about the party as it appears in the caption of the case initiating document. Examples of party text are: A Minnesota Corporation, Individually and in the Official Capacity, as Trustees of, etc.




When all required information is entered, click the **Add Party** button at the bottom of the screen to add the party to the case.

As each party is added, the party name will appear in the panel on the left side of the screen. The information in the left side panel is referred to as the Case Participant Tree.

An alias may be entered for a party only if the party alias appears in the caption of the complaint. For example, if the complaint reads: "COMPANY X, formerly known as BUSINESS Q." In this situation, BUSINESS Q should be entered as the alias for COMPANY X.

Never enter a corporate parent or attorney for a party. Instead, file a Rule 7.1 Disclosure Statement after filing the initiating documents.

The following chart provides a description of the icons and functions that are available in the left side panel of the Case Participant Tree.

Icon	Description
	Delete this party or alias from the case.
	Add a new alias in the case.
	Edit this party or alias in the case.
+ or -	Expands or collapses the party menu.

The Expand all hyperlink displays all party information in the case, including aliases. The Collapse all hyperlink displays only the names of the parties in the case, with all other information collapsed in the tree.

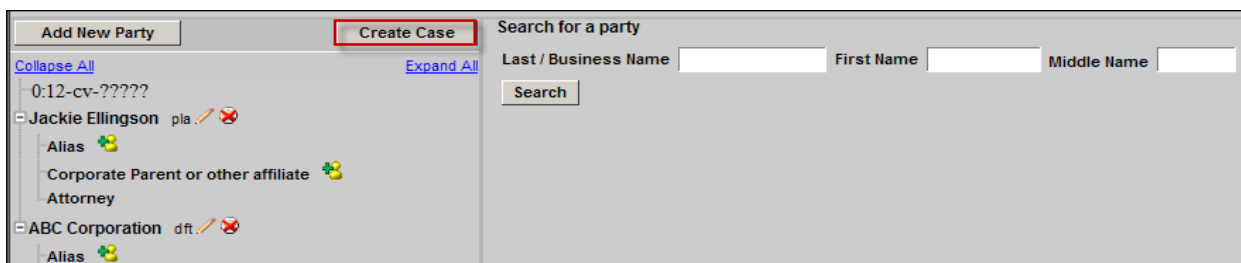
Each branch of the case participant tree may be expanded or collapsed individually by clicking on the + and – icons.

After entering all parties in the case, expand the Case Participant Tree to review the party names for accuracy. If necessary, click the appropriate icon in the Case Participant Tree to add or correct information.

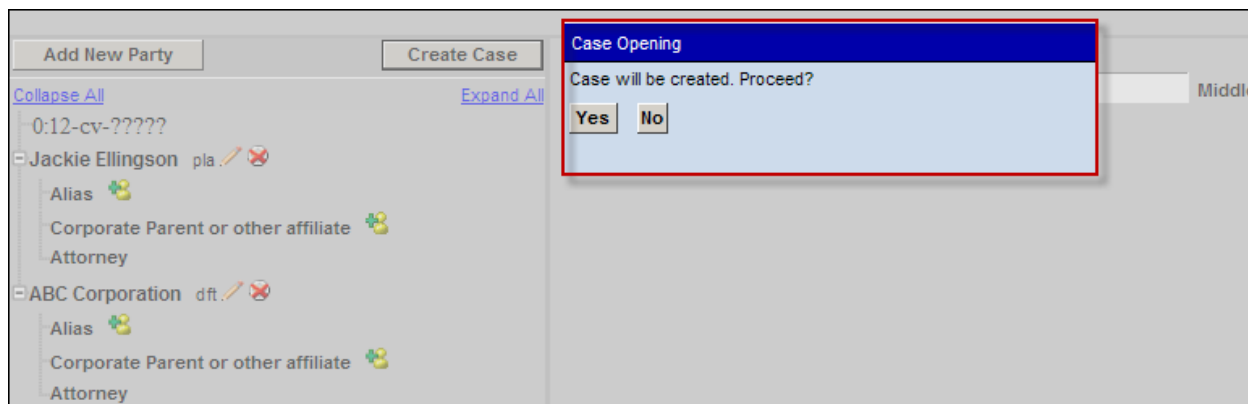
Important: do not click the back button when entering parties as you will lose any parties already entered on the case.

7. Create Case

When all parties have been added and appear correctly in the Case Participant Tree, click **Create Case** on the left panel.



CM/ECF provides one last opportunity to make changes to case opening information. Clicking **No** will allow you to add, delete or modify parties. If all of the information is correct, click **Yes** to create the case and obtain a case number.



The case data is now entered in CM/ECF and a case number has been assigned. Please make a note of the case number.



Click on the hyperlink, [CLICK HERE NOW TO DOCKET THE COMPLAINT OR OTHER INITIATING DOCUMENT](#) to continue with PART II of the case opening process.

All case initiating documents (e.g., Complaint, Notice of Removal, civil cover sheet) **must** be filed **immediately** after the case has been opened.

IMPORTANT: If a case has been opened incorrectly, **STOP** and contact the Clerk's Office for assistance at 612.664.5155 or 866.325.4975. **Do NOT** open the case a second time.

NOTE: **After** the initiating documents (e.g., Complaint, Notice of Removal) have been filed, the Clerk's Office will randomly assign a district judge and magistrate judge to the case. A text only notice will be docketed and the judge information will be displayed on the Notice of Electronic Filing.

PART II FILE INITIATING DOCUMENTS

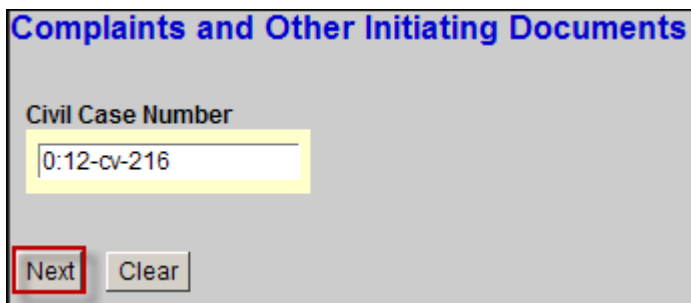
IMPORTANT: Filing a Complaint or Notice of Removal in CM/ECF requires the electronic payment of a \$350 filing fee or \$5 for a Petition for Writ of Habeas Corpus. Before filing the initiating document(s), it is important to obtain relevant financial account information in the form of either:

- 1) the routing number and account number for a firm savings or checking account; or
- 2) the account number, expiration date, and 3-digit security code for a firm credit card.

NOTE: When filing a new case on behalf of the USA or with an *Application to Proceed in District Court Without Prepaying Fees or Costs*, it is not necessary to submit a filing fee payment with the initiating document(s).

To complete **PART II** of the electronic civil case opening process, click on the hyperlink to docket the complaint or other initiating document after obtaining the case number, or click on the *Complaints and Other Initiating Documents* menu on the Civil Events screen.

1. The civil case number will populate, click **Next**.



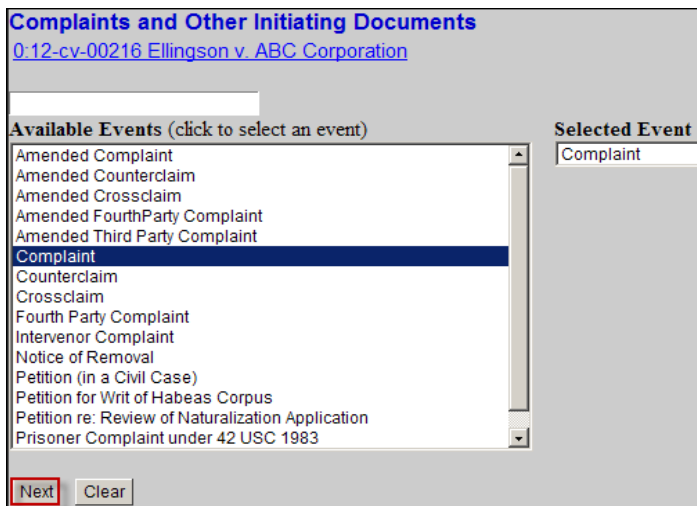
Complaints and Other Initiating Documents

Civil Case Number

0:12-cv-216

Next Clear

2. A window will appear stating, "You are not an attorney of record on this case. Please verify that you have entered the correct case number," click **Next**.
3. Make the appropriate selection of the case initiating document, e.g. *Complaint or Notice of Removal* from the list of available events, click **Next**.



Complaints and Other Initiating Documents

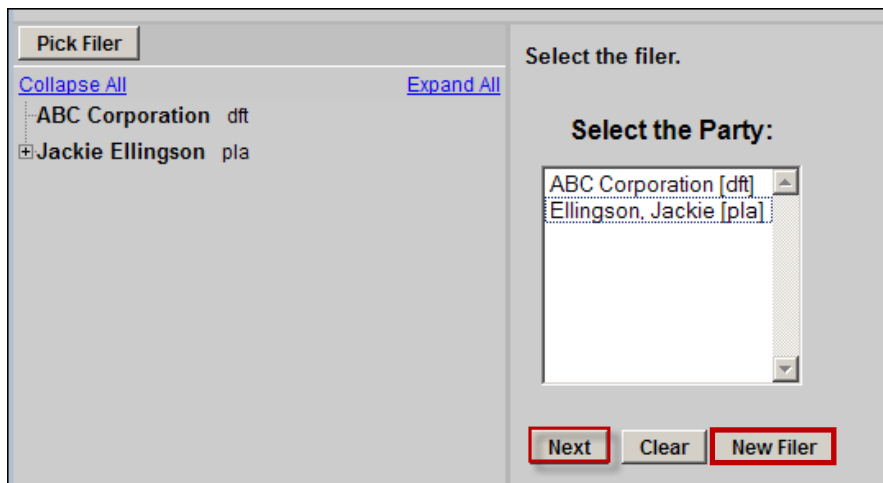
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Available Events (click to select an event)

Amended Complaint	Selected Event Complaint
Amended Counterclaim	
Amended Crossclaim	
Amended FourthParty Complaint	
Amended Third Party Complaint	
Complaint	
Counterclaim	
Crossclaim	
Fourth Party Complaint	
Intervenor Complaint	
Notice of Removal	
Petition (in a Civil Case)	
Petition for Writ of Habeas Corpus	
Petition re: Review of Naturalization Application	
Prisoner Complaint under 42 USC 1983	

Next Clear

4. Select the Filer

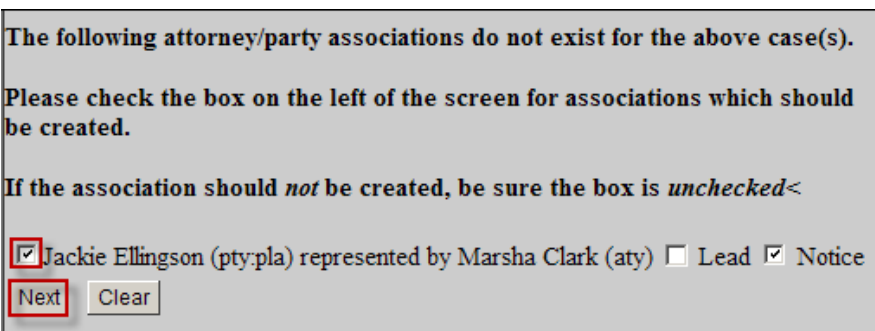


First, select the filing party from the list of parties in the case. When filing a Complaint, select the plaintiff(s). **When filing a Notice of Removal, select the filing defendant(s).** Once a selection has been made, click **Next**.

Note: If a party was not added on Part 1 of the case opening process, select the **New Filer button and add additional parties listed in the initiating document.**

5. Create Attorney/Party Association

CM/ECF will prompt the filing attorney to add himself/herself as counsel for the filing party(ies). Place a check in the box(es) to the left of the party name(s) to create an attorney/party association. Click **Next**.



6. Select the Parties that the filing is against. If selecting individual parties under **Select the Party**, each party name will carry over into the final docket text. Note: if there are more than ten parties select *All Defendants* under **Select a Group**. If selecting a group, the final docket text will display “filed against all Defendants”.

For Removals, select the filer(s) of the state court Complaint, e.g. plaintiff(s). Click **Next**.

7. Upload PDF Documents

When prompted to attach PDF documents to the filing, attach the initiating document (e.g., Complaint or Notice of Removal) in the **Main Document** field using the Browse button to locate the PDF file.

When filing a Complaint:

Upload the *Complaint* as the Main Document. Any exhibits to the *Complaint* must be filed as attachments. Exhibits can be attached as one PDF or separately, up to 15 MB in size. Following any exhibits, the *Civil Cover Sheet* must be filed as an attachment to the Complaint. File all other documents separately, including a *Notice of Appearance* or an *Application to Proceed in District Court Without Prepaying Fees or Costs*.

When filing a Notice of Removal:

Upload the *Notice of Removal* as the Main Document. Attach the *Summons and Complaint* as Attachment 1. Attach any other pertinent State Court documents as **individual** attachments starting at Attachment 2, e.g. *Motion for Temporary Restraining Order*. Next, attach as a separate document the *Notice of Filing of Removal in State Court*, and then attach the *Civil Cover Sheet*.

NOTE: All other documents, including the *Answer to Complaint*, may not be attached to the initiating document and must be filed separately.

1. Attach the **Notice of Removal** as the **Main Document**.
 2. Attach the **Summons and Complaint** as **Attachment 1**.
 3. Attach any other pertinent STATE COURT documents as **individual** attachments starting at **Attachment 2**.
 4. Next, attach the **Notice of Filing of Notice of Removal** filed in State Court.
 5. Attach the **Civil Cover Sheet** as the last attachment.
 6. File the **Answer to Complaint** separately.

Select the pdf document and any attachments.

Main Document
 C:\Documents and Settings\ellingson\ Browse...

Attachments	Category	Description
1. C:\Documents and Settings\ellingson\ Browse...		Summons & Complaint Remove
2. C:\Documents and Settings\ellingson\ Browse...		Motion for TRO Remove
3. C:\Documents and Settings\ellingson\ Browse...		Memorandum in Suppo Remove
4. C:\Documents and Settings\ellingson\ Browse...		Notice of Filing of Notice Remove
5. C:\Documents and Settings\ellingson\ Browse...	Civil Cover Sheet	Remove

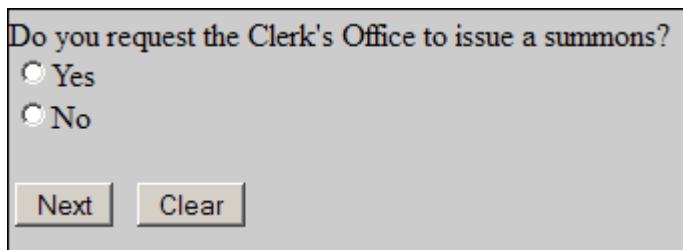
8. Only when filing a Notice of Removal, the following window will appear:

Complaints and Other Initiating Documents
0:12-cv-00218 Ellingson v. ABC Corporation
 CV
 Name of other court
 Case number in other court

Enter the name and court number from state court.

9. Requesting a Summons

Answer the question, “Do you request the Clerk’s Office to issue a summons?” Select yes or no, and click **Next**.



Do you request the Clerk's Office to issue a summons?

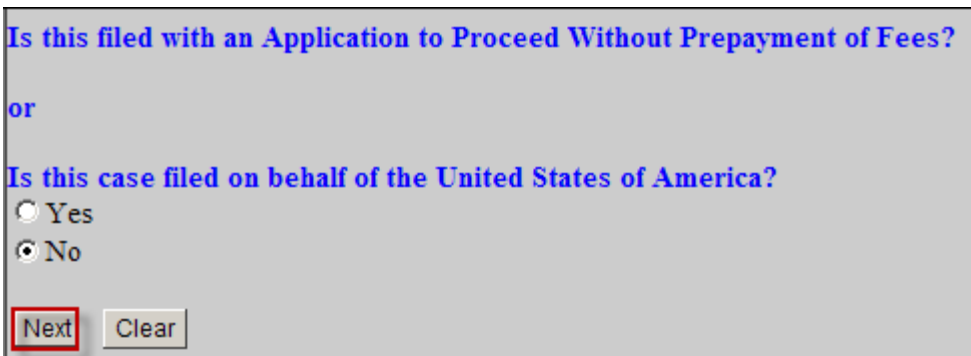
☐ Yes

☐ No

10. Pay the Filing Fee

CM/ECF will inquire about the payment of fees. If the case is being filed in combination with an Application to Proceed Without Prepayment of Fees OR if the case is being filed on behalf of the United States, select the “Yes” option to bypass the fee payment screen.

Otherwise, leave the “No” option selected and click **Next**.



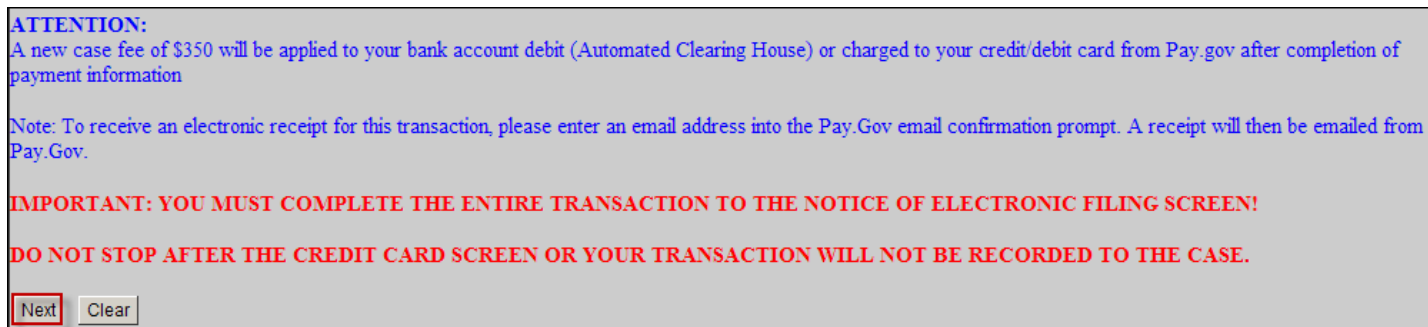
Is this filed with an Application to Proceed Without Prepayment of Fees?

or

Is this case filed on behalf of the United States of America?

☐ Yes

☒ No

11. An informational window will appear providing fee, receipt and processing information, click **Next**.

ATTENTION:
A new case fee of \$350 will be applied to your bank account debit (Automated Clearing House) or charged to your credit/debit card from Pay.gov after completion of payment information

Note: To receive an electronic receipt for this transaction, please enter an email address into the Pay.Gov email confirmation prompt. A receipt will then be emailed from Pay.Gov.

IMPORTANT: YOU MUST COMPLETE THE ENTIRE TRANSACTION TO THE NOTICE OF ELECTRONIC FILING SCREEN!

DONOT STOP AFTER THE CREDIT CARD SCREEN OR YOUR TRANSACTION WILL NOT BE RECORDED TO THE CASE.

12. CM/ECF will display the filing fee amount, which is \$350 for a complaint or removal, and \$5 for a petition for writ of habeas corpus. Click **Next**.
13. **NOTE:** CM/ECF will temporarily route the filer to the government's **Pay.Gov** website for collection of fees.

IMPORTANT: Do not use the internet browser's back button from this point forward in the transaction.

When transferring the filer to Pay.gov, CM/ECF also transmits the filing attorney's name as well as the amount of the filing fee which is \$350 for a civil case. If the filing attorney is not the holder of the bank account, the information should be changed to accurately reflect the name of the individual or entity to whom the account belongs.

The pay.gov fee payment screen provides two options for payment of the filing fee:

- 1) Bank Account (ACH) payment using the routing number and account number for a firm savings or checking account; or

System Message
■ The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)
Step 1: Enter Payment Information 1 | 2
This item is payable by [Bank Account Debit \(ACH\)](#) or [Plastic Card \(ex: VISA, Mastercard, American Express, Discover\)](#)
Option 1: Pay Via Bank Account (ACH) [About ACH Debit](#)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Account Type: *

Routing Number: *

Account Number: *

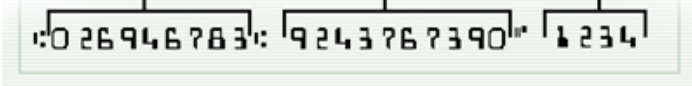
Confirm Account Number: *

Check Number:

Routing Number

Account Number

Check Number



Payment Date: 10/12/2012

Select the "Continue with ACH Payment" button to continue to the next step in the ACH Debit Payment Process.

Continue with ACH Payment

Cancel

- 2) Plastic Card payment using the account number, expiration date, and 3-digit security code for a firm credit card (VISA, Mastercard, American Express, or Discover).

Option 2: Pay Via Plastic Card (PC) (ex: VISA, Mastercard, American Express, Discover)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$350.00

Billing Address: *





Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

Please use the following dummy credit card number to use as payment only if filing in our training database.

Card Number: 4111111111111111

Security Code: 999

After selecting the type of payment and entering the appropriate information, click on the **Continue with Payment** button to advance to the payment authorization screen. If the financial information provided is incorrect, pay.gov will prompt the filer to resubmit the account number(s).

On the authorization screen, enter the email address(es) to which pay.gov should send a receipt for the transaction. **Put a check in the box at the bottom of the screen to authorize payment of the filing fee.** Click the **Submit Payment** button to complete the transaction.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Marsha Clark 300 South Fourth Billing Address: Street Billing Address 2: City: State / Province: Zip / Postal Code: 55415 Country: USA	Card Type: Visa Card Number: *****1111	Payment Amount: \$350.00 Transaction Date: 10/11/2012 10:46 and Time: EDT

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below:

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. **Pressing the button more than once could result in multiple transactions.**

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

14. After accepting the filing fee payment, the pay.gov website will return the filer to CM/ECF for completion of the document filing process. An informational window will appear stating the following:

[0:12-cv-00216-DWF-JJG](#)
[Ellingson v. ABC Corporation](#)

CV

IMPORTANT: Please click **Next** on THIS and the next TWO screens to complete the filing of this event and for a Pay.Gov receipt number.

Click **Next**.

15. The following window will appear:

Complaints and Other Initiating Documents
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Modify as Appropriate.

COMPLAINT [redacted] **against ABC Corporation. (Filing fee \$ 350 receipt number 0864-185079.) , filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)**

Next Clear

If necessary, click in the white docket text field to type additional text and click **Next**.

16. The final docket text and attachment window will appear. The source document path is solely a marker to list the document(s) attached to the filing, click **Next** to commit the filing to ECF.

Complaints and Other Initiating Documents
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

Docket Text: Final Text

COMPLAINT against ABC Corporation. (Filing fee \$ 350 receipt number 0864-185079.), filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Test document.pdf pages: 1
C:\fakepath\Test document 2.pdf pages: 1
C:\fakepath\Test document5.pdf pages: 1

Complaints and Other Initiating Documents
[0:12-cv-00218 Ellingson v. ABC Corporation](#)

Docket Text: Final Text

NOTICE OF REMOVAL from Hennepin, case number 12-1. (Filing fee \$ 350 receipt number 0864-185113), filed by ABC Corporation. Filer requests summons issued. (Attachments: # (1) Summons & Complaint, # (2) Motion for TRO, # (3) Memo in Support of TRO, # (4) Notice of Filing of Notice of Removal, # (5) Civil Cover Sheet) (Clark, Marsha)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.
Have you redacted?

Source Document Path (for confirmation only):
C:\fakepath\Test document.pdf pages: 1
C:\fakepath\Test document 2.pdf pages: 1
C:\fakepath\Test document 3.pdf pages: 1
C:\fakepath\Test document 4.pdf pages: 1
C:\fakepath\Test document5.pdf pages: 1
C:\fakepath\Placeholder-Sealed Document.pdf pages: 1

17. The *Notice of Electronic Filing (NEF)* screen will appear. This is confirmation that the initiating document has been submitted to ECF. The docket text will indicate if a summons was requested.

Complaints and Other Initiating Documents
[0:12-cv-00216 Ellingson v. ABC Corporation](#)

U.S. District Court
U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered by Clark, Marsha on 10/11/2012 at 12:17 PM CDT and filed on 10/11/2012

Case Name: Ellingson v. ABC Corporation
Case Number: [0:12-cv-00216](#)
Filer: Jackie Ellingson
Document Number: [1](#)

Docket Text:
COMPLAINT against ABC Corporation. (Filing fee \$ 350 receipt number 0864-185079.), filed by Jackie Ellingson. Filer requests summons issued. (Attachments: # (1) Exhibit(s) A-Z, # (2) Civil Cover Sheet) (Clark, Marsha)

0:12-cv-00216 Notice has been electronically mailed to:
Marsha Clark jackie_ellingson@mnd.uscourts.gov

0:12-cv-00216 Notice has been delivered by other means to:

The following document(s) are associated with this transaction:

Complaints and Other Initiating Documents
[0:12-cv-00218 Ellingson v. ABC Corporation](#)

U.S. District Court
U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered by Clark, Marsha on 10/11/2012 at 12:22 PM CDT and filed on 10/11/2012

Case Name: Ellingson v. ABC Corporation
Case Number: [0:12-cv-00218](#)
Filer: ABC Corporation
Document Number: [1](#)


Docket Text:
NOTICE OF REMOVAL from Hennepin, case number 12-1. (Filing fee \$ 350 receipt number 0864-185113), filed by ABC Corporation. Filer requests summons issued. (Attachments: # (1) Summons & Complaint, # (2) Motion for TRO, # (3) Memo in Support of TRO, # (4) Notice of Filing of Notice of Removal, # (5) Civil Cover Sheet) (Clark, Marsha)

0:12-cv-00218 Notice has been electronically mailed to:
Marsha Clark jackie_ellingson@mnd.uscourts.gov

IMPORTANT: If a case has been opened incorrectly or if you have further questions, contact the CM/ECF Help Desk for assistance at 612.664.5155 or 866.325.4975.

Judge Assignment

After the filing of the initiating documents in a civil case, the Clerk's Office will make a random judge assignment in ECF. A text only notice will be docketed, and the judge information will be displayed on the *Notice of Electronic Filing (NEF)*. Please make a note of the district and magistrate judge assignments for future reference. Subsequent filings should include the judges' initials in the case number within the document caption.

	Activity in Case 0:12-cv-00216-DWF-JJG Ellingson v. ABC Corporation ecf-test-notice to: ecf-test-notice	10/11/2012 12:29 PM Show Details
<p>This is an automatic e-mail message generated by the CM/ECF system. Please DO NOT RESPOND to this e-mail because the mail box is unattended.</p> <p>***NOTE TO PUBLIC ACCESS USERS*** Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing. However, if the referenced document is a transcript, the free copy and 30 page limit do not apply.</p> <p style="text-align: center;">U.S. District Court U.S. District Court Minnesota</p> <p>Notice of Electronic Filing</p> <p>The following transaction was entered on 10/11/2012 at 12:29 PM CDT and filed on 10/11/2012</p> <p>Case Name: Ellingson v. ABC Corporation Case Number: 0:12-cv-00216-DWF-JJG Filer: Document Number: 2(No document attached)</p> <div style="border: 1px solid red; padding: 5px;"><p>Docket Text: TEXT-ONLY ENTRY. CLERK'S NOTICE OF INITIAL CASE ASSIGNMENT. Case assigned to Judge Donovan W. Frank per Master deck referred to Magistrate Judge Magistrate Judge Jeanne J. Graham. Please use case number 12cv216 DWF/JJG. (JME)</p></div>		

Summonses

If the filer requested a summons be issued while docketing the initiating document, the Clerk's Office will issue the summons electronically through ECF. The summons can be accessed by the filer via the NEF email hyperlink. The filing attorney must serve the summons and complaint in accordance with [Fed. R. Civ. P. 4](#).

If a summons was not initially requested during the filing of the initiating document, file the event *Request to Clerk's Office to Issue Summons*.

NOTE: After filing the initiating documents, submit any additional filings separately, using the appropriate filing events, such as an *Application to Proceed in District Court Without Prepaying Fees or Costs, Answer to Complaint*, or a *Rule 7.1-Disclosure Statement*.

Suggested Tasks to Complete Prior to Electronically Filing in ECF

This section outlines the steps to edit or maintain certain aspects of your ECF account with the Court or to view a log of your transactions.

Maintain Your Account – Utilities Menu

MAINTAIN USER ACCOUNT INFORMATION

1. Click **Utilities > Your Account > Maintain Your Account**

The screenshot shows the ECF web interface. The top navigation bar includes links for Civil, Criminal, Query, Reports, Utilities, Search, and Logout. The 'Utilities' menu is expanded, displaying a list of links. The 'Your Account' section is highlighted, and the 'Maintain Your Account' link is enclosed in a red rectangular box.

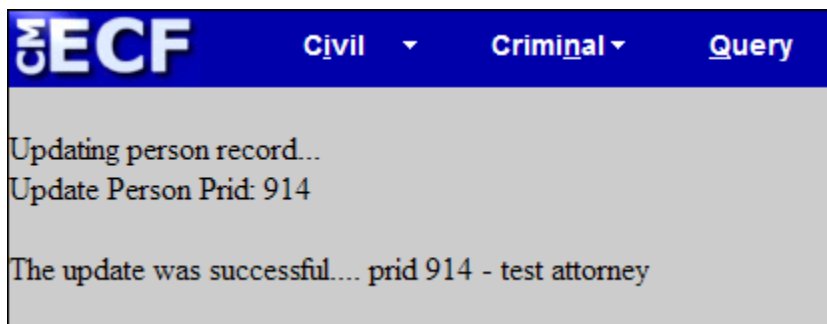
The following window will appear:

The screenshot displays the 'Maintain User Account' form. The form is titled 'Maintain User Account' and contains several sections of input fields. The 'Last name' field is pre-filled with 'attorney'. The 'First name' field is pre-filled with 'test'. The 'Middle name' field is empty. The 'Generation' field is empty. The 'Gender' field is a dropdown menu. The 'Title' field is empty. The 'Bar number' field is empty. The 'Prisoner id' field is empty. The 'Office' field is empty. The 'Unit' field is empty. The 'Address 1', 'Address 2', and 'Address 3' fields are empty. The 'City', 'State', and 'Zip' fields are empty. The 'Country' field is empty. The 'Phone' and 'Fax' fields are empty. The 'Initials' field is empty. The 'DOB' field is empty. The 'End date' field is empty. There are buttons for 'Email information...', 'More user information...', 'Submit', and 'Clear'.

NOTE: This screen displays all of the registration information contained within the ECF database for your account with the Court. This information must be kept up to date with the U.S. District Court. If an attorney is linked to a law firm, the law firm address may not be editable. In this case, call the ECF Helpdesk for assistance in updating your firm information.

2. Make desired changes in this window, Click **Submit**
3. A confirmation window will appear, Click **Submit** again

The following “update successful” window will appear:



4. **Resume** ECF activities

MORE USER INFORMATION

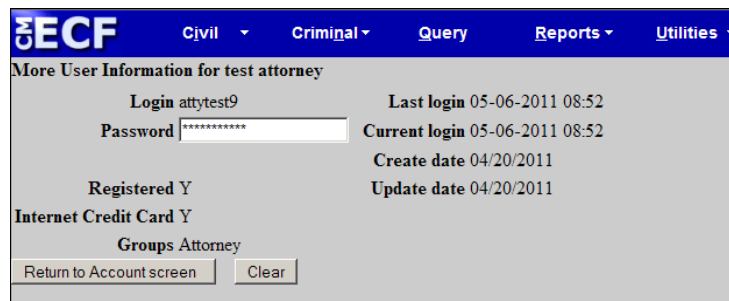
This option is where the login or password may be changed.

1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear

2. Click “**More user information**”

The following window will appear:



3. Make desired changes in this window, Click **Return to Account screen**, Click **Submit**
4. A confirmation window will appear, Click **Submit** again

The “update successful” window will appear.

NOTE: In the Password field, ECF displays a string of asterisks. To change your ECF password, delete the asterisks, type a new password. The actual characters will display until the new password is saved in the database.

ECF Passwords are case-sensitive

If you have forgotten your CM/ECF password, users can request a password reset by clicking on the reset link on the main ECF login page. You will need to enter your ECF login ID and click the submit button. An email message will be sent to the address of record for the user that will allow a change to the password.

EMAIL INFORMATION

When attorneys receive a CM/ECF Account (i.e., Login and Password), they need to verify their email address in the system. This is also the location to make email address changes and to add additional email addresses to the attorneys' account for receipt of Notices of Electronic Filing (NEF).

1. Click **Utilities > Your Account > Maintain Your Account**

The Maintain User Account window will appear:

2. Click **"Email information"**

The following window will appear:

3. Click **"add new e-mail address"**

NOTE: When an item (email link) on the left side of the window is selected, above, the options available and information pertaining to this item will appear on the right side of the window.

The following window will appear:

4. Enter the **Primary E-mail Address** for the attorney
5. Select **Additional Options** in the Configuration Options window (seen below)

The Additional Options available, in the window above, are described below:

ADDITIONAL OPTIONS WINDOW – TOP HALF		
Item	Option	Description
A - Notices	Should this e-mail address receive notices?	For the primary email address, the default is Yes. If set to No, the primary email address will not receive notices of electronic filing (NEFs) – this is not recommended.
	How should notices be sent to this e-mail address?	<p><u>Per Filing</u>: Email sent for each individual NEF</p> <p><u>Summary Report</u>: One daily email listing all transactions for that day, sent on the following day</p> <p>NOTE: If the Summary Report is selected, an additional prompt appears, “Should this e-mail address receive a ‘no activity’ notice when no summary noticing occurs?”</p> <ul style="list-style-type: none"> • Yes, an email will be sent with the message, “no transactions found for this time period” when no activity occurs in the cases for which the user is configured to receive summary notices • No, unless there is case activity, no email will be generated

ADDITIONAL OPTIONS WINDOW – TOP HALF		
ITEM	OPTION	DESCRIPTION
A – Notices (con't)	In what format should notices be sent to this e-mail address?	Controls the format of the emails – either HTML or Text.
	Should this e-mail address receive general announcement notices from this court?	<ul style="list-style-type: none"> • Yes, all court announcements will be sent to email address listed • No, the user will only receive general court announcement email messages when the court deems it essential (e.g., the message is urgent and must be sent to all users).

ADDITIONAL OPTIONS WINDOW – BOTTOM HALF		
Item	Option	Description
B – Case Specific Options	Show all cases for this e-mail address?	<p>Displays a list of all of the cases for which the user is configured to receive NEFs.</p> <p>NOTE: Cases appearing in this window may be copied and pasted to secondary email addresses.</p>
	Add additional cases for noticing	<p>Enter specific case numbers in the text field, click Find This Case</p> <p>When desired case appears, click Add Case(s). Case appears in the list of cases based on the default method of service list (the first list).</p> <p>NOTE:</p> <ul style="list-style-type: none"> • To remove a case for this account, click on the case, click on Remove selected cases; • To change the frequency of how notices for this case are received, click on the case, click one of the following: Change selected cases to notice per filing or Change selected cases to notice as a summary report. <p>Note: if the attorney is not an attorney of record on the case, a PACER fee will be incurred when viewing the document.</p>

6. After desired settings are made, click **Return to Person Information Screen**

The following window will appear:

ECF Civil Criminal Query Reports Utilities

Maintain User Account

Last name Paulsen First name Jeffrey
 Middle name S. Generation
 Gender [dropdown] ATY Type Criminal [dropdown]
 Title [text]
 Bar number 123 Type aty
 Prisoner id [text] ☒ Add Headers to PDF Documents
 Office US Attorney Office
 Unit 600 US Courthouse
 Address 1 300 4th St S
 Address 2
 Address 3
 City Mpls State MN Zip 55415
 Country USA County Hennepin 27053
 Phone [text] Fax [text]
 Initials DOB End date
 Email information... More user information...
Submit Clear

7. Click **Submit**, then **Submit again** (in the window pictured below)

ECF Civil Criminal Query

Case specific fields were not altered.
 Click submit to continue with update of person.
Submit Clear

A Notice of Record Update will appear confirming changes made.

ECF Civil Criminal Query Reports Utilities

Updating person record...
 Update Person Prid: 12
 The update was successful.... prid 12 - Jeffrey S. Paulsen
 Participant records were not altered.
 E-mail configuration:
 Primary e-mail address: **Greg_Barnes@mnd.uscourts.gov**
 This e-mail address will receive notices.
 Notice will be sent to this address as a summary report.
 Notice sent to this address will be formatted as HTML.
 This e-mail address will not receive general announcement notices from this court.
 This e-mail address will receive notices for all cases in which Jeffrey S. Paulsen is a participant.
[View/Hide case list](#)
 Secondary e-mail address: **jackie@doman.com**
 This e-mail address will receive notices.
 Notice will be sent to this address on a per filing basis.
 Notice sent to this address will be formatted as HTML.
 This e-mail address will not receive general announcement notices from this court.
[View/Hide case list](#)

8. **Continue** filing (or, see below to add additional email addresses) if desired

If Adding Additional E-mail Address(es):

ECF Civil Criminal Query Reports Utilities Search

Email Information for Jeffrey S. Paulsen

Registered e-mail addresses	Configuration options
<p>Primary e-mail address:</p> <p>Greg_Barnes@mnd.uscourts.gov</p> <p>Secondary e-mail addresses:</p> <p>jackie@doman.com</p> <p>sue_lang@mnd.uscourts.gov</p> <p>add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="sue_lang@mnd.u"/></p>

1. Click **Add Additional E-mail Address**, enter e-mail address on right-side of window

The Configuration options window appears:

ECF Civil Criminal Query Reports Utilities Search Logout

Email Information for Jeffrey S. Paulsen

Registered e-mail addresses	Configuration options
<p>Primary e-mail address:</p> <p>Greg_Barnes@mnd.uscourts.gov</p> <p>Secondary e-mail addresses:</p> <p>jackie@doman.com</p> <p>sue_lang@mnd.uscourts.gov</p> <p>add new e-mail address</p> <p>Return to Person Information Screen Clear</p>	<p><input type="text" value="sue_lang@mnd.uscourts.gov"/></p> <p>Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report</p> <p>In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text</p> <p>Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Should this e-mail address receive notice for all cases in which this individual is a participant? <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Show all cases for this e-mail address (Copy case lists from here)</p> <p>Case-specific options</p> <p>Add additional cases for noticing</p> <p><input type="text"/></p> <p>These cases will send notice <i>per filing</i> (default method)</p> <p>0.01-cr-00001-JRT-RL-1 USA v. Olsen - Representing USA 0.03-cr-00001-JMR-FLN-1 USA v. Moralez - Representing USA 0.03-cr-00003-FLN-1 USA v. Ruiz - Representing USA</p>

2. Select **desired settings** in the Configuration Options window (seen above)

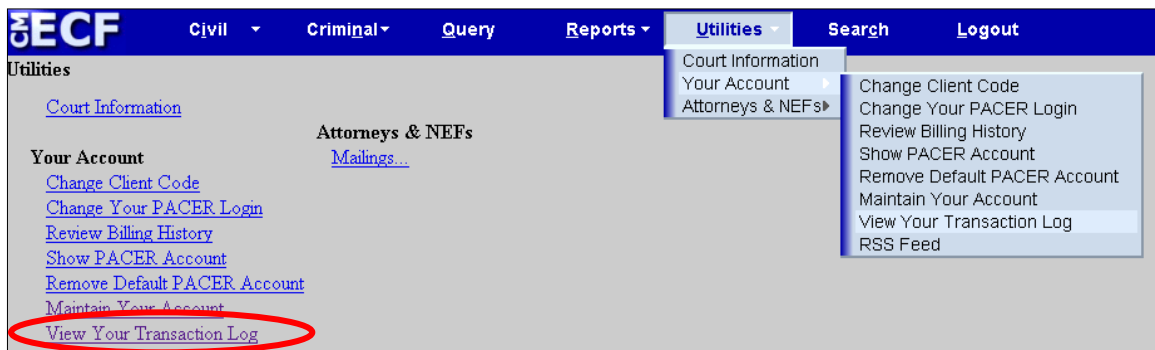
NOTE: Once the Secondary E-mail Address is entered, the same Additional Options are available.

3. When finished making changes, click **“Return to Person Information Screen”**
4. Click **Submit**, then **Submit again**
5. Continue Filing or Log out of the system

VIEW YOUR TRANSACTION LOG

As a free service, ECF filers may view their transaction logs. This may be helpful to verify all transactions entered are reflected in the system, and that no unauthorized individuals have entered transactions into ECF using their logins and passwords.

1. Select **Utilities > Your Account > View Your Transaction Log**



The following window will appear:

The screenshot shows the 'View Transaction Log' window. It has a title bar with the ECF logo and navigation tabs. Below the title bar, it says 'View Transaction Log'. There is a text prompt: 'Enter the Date Selection Criteria for the Transaction Log Report'. Below this, there are two input fields: 'Start Date: 1/1/1996' and 'End Date: 8/6/2009'. At the bottom, there are two buttons: 'Run Report' and 'Clear'.

2. Enter the Date Parameters, Click “Run Report”

The following window will appear listing the transactions for the designated dates

The screenshot shows the 'Transaction Log' window. It has a title bar with the ECF logo and navigation tabs. Below the title bar, it says 'Transaction Log'. Underneath, it says 'Report Period: 01/01/1996 - 08/06/2009'. Below this, there is a table with four columns: Id, Date, Case Number, and Text.

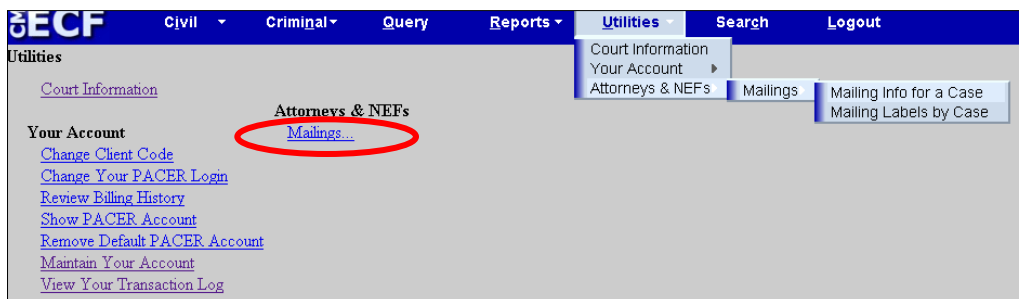
Id	Date	Case Number	Text
154302	01/10/2009 08:48:14	0-08-cr-1-1	MOTION for Change of Custody by USA as to Mary Grzyb Jeffrey)
154312	01/10/2009 09:12:31	0-08-cr-1-1	MOTION for Change of Custody by USA as to Mary Grzyb Jeffrey)
154314	01/10/2009 09:17:44	0-08-cr-1	Restricted document 20-0 viewed (applicable party)
154315	01/10/2009 09:18:00	0-08-cr-1	Restricted document 20-0 viewed (applicable party)
154320	01/10/2009 09:22:00	0-08-cr-1-1	POSITION ON SENTENCING/SENTENCING MEMOR

3. Continue **Filing** or **Logout** of ECF

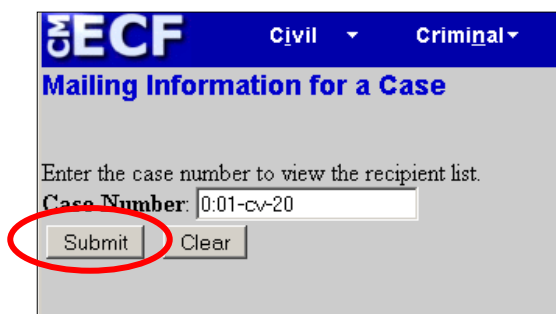
MAILING INFORMATION FOR A CASE

Attorneys can check ECF to see if a party is registered to receive email noticing before posting a filing in ECF.

1. Select **Utilities > Attorneys & NEFs > Mailings > Mailing Info for a Case**

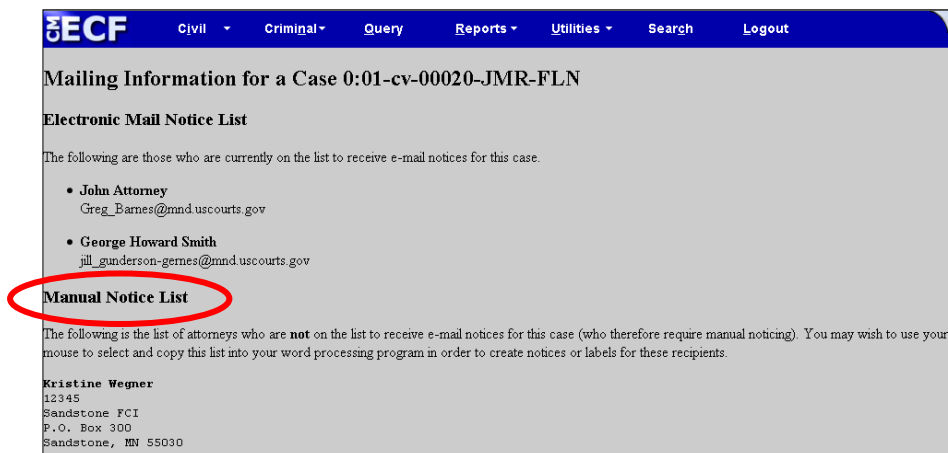


The following will appear:



2. Enter the Case Number, Click “Find This Case” then Click “Sumbit”

The following window will appear listing case specific mailing information:



3. Note any names listed under the “Manual Notice List”. These attorneys need to be noticed in the conventional manner.
4. Begin Filing or Logout of ECF.

Filing Documents for Civil Cases

There are eight basic steps involved in filing a document. These are essentially the same for each event filed on ECF:

1. Select the type of document to file.
2. Enter the case number in which the document is to be filed
3. Designate the party(s) filing the document
4. Specify the PDF file name and location for the document to be filed
5. Add attachments, if any, to the document being filed
6. Modify docket text as necessary
7. Submit the pleading to ECF
8. Receive notification of electronic filing (NEF)

Filing an Answer

This section of the User's Manual describes the process for filing an **Answer** in ECF. The process is similar for filing other pleadings in ECF.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Initial Pleadings and Service > Answers to Complaints**



The following window will appear:

NOTE: This is the progression of windows when the correct case number is entered and "Find This Case" has been selected.

2. Enter the case number, then:

If...	Action	Then
Number is entered correctly, click		Click Next
Number is entered incorrectly, click		Re-enter number, click Find This Case
Invalid case number message appears, click		Re-enter number, click Find This Case
Multiple case numbers match the one entered	Another window appears	Click on the specific case number you are filing in, click Next

The following window will appear:

3. Click on the **filer** to select the appropriate party, Click **Next**

NOTE: The Case Participant Tree is for informational purposes only so the user can see all case participants during the process of selecting the filers and attorneys. The split-pane window simply provides more information in one window.

The following window will appear:

NOTE: If this is the first time the attorney is filing in the case, the following attorney-party association window will appear.

ECF Civil Criminal Query Reports Utilities

Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Morales](#)

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☒ Vickie E Morales (pty.dft) represented by Jeffrey Paulsen (aty) ☐ Lead ☒ Notice

Next Clear

(Necessary)

4. **Check** the box in front of the **party's name** to associate the attorney to the filing party

(Optional)

5. **Check** the box in front of **Lead** if attorney is lead attorney

(Strongly Recommended)

6. **Check** the box in front of **Notice** to receive notification when any documents are filed in this case. If this box is unchecked, the attorney will not receive notices of electronic filing.
7. Click **Next**
8. Click the box next to the pleading you are answering.
9. Click **Next**

Include	Date	#	Docket Text
<input checked="" type="checkbox"/>	05/16/2011	1	COMPLAINT against XYZ Co (Filing fee \$ 350 receipt number 400500.) assigned to Judge David S. Doty per Master list referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (JME)

Next Clear

The following window will appear:

ECF Civil Criminal Query Reports Utilities Search Logout

Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)
 Select the pdf document and any attachments.

Main Document Browse...

Attachments	Category	Description
1. Browse...	▼	

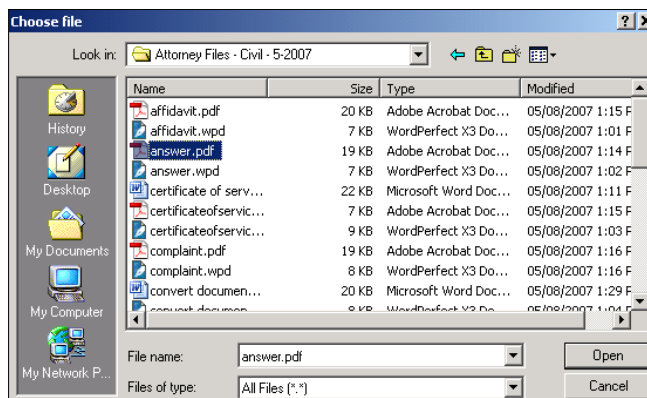
Next Clear

NOTE: Remember to convert all documents being filed to PDF before proceeding.

10. Click **Browse**, to locate the appropriate Main Document

NOTE: It is imperative to attach an electronic copy of the actual pleading in step 8, above. All documents filed in ECF **MUST** be in **PDF** format, or ECF will not accept the document

The following window will appear:

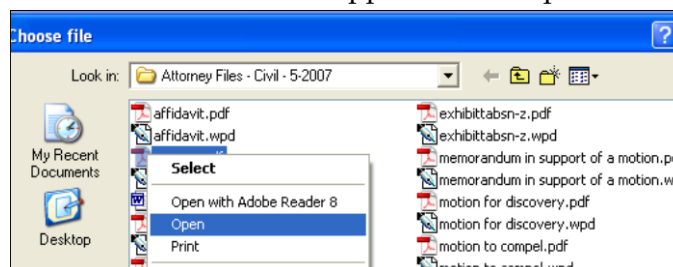


11. **Navigate** to the appropriate directory and .PDF document to be filed

12. **Click** on the file and Click **Open** (or double-click on the file) to attach it to the filing

NOTE: It is recommended for the user to verify the correct document has been selected before linking it to the filing. To do so, right-mouse click on the selected file.

A short-cut menu will appear. Click Open.



Adobe Acrobat or Reader (or other loaded .pdf software) will open the PDF document.

View and confirm document to be filed. Close the .pdf program window.

From this point forward, this informative note will not be included in the documentation.

The following window will appear:

13. If there are no **Attachments** to the Answer, click **Next**

14. The following window will appear:

15. If there are no **additional claims or complaints** to the Answer, click **Next**

Note: Counterclaim, cross-claim and third-party complaint is outlined in the Appendix section, “Add/Create Party for Third Party Complaint”.

The following window will appear:

Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)
 Does this Answer include a jury demand? ☐ Yes ☐ No
 Next Clear

16. If there is a **Jury Demand**, click the radio button (Yes) or (No) , Click **Next**

The following window will appear:

ECF Civil Criminal Query Reports Utilities Search Logout
Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)
 Docket Text: Modify as Appropriate.
 [] ANSWER to Complaint [] by Vickie E Moralez. (Paulsen, Jeffrey)
 Next Clear

17. If necessary, click in the white **Docket Text fields** to edit or type additional text, Click **Next**

NOTE: Modifying docket text is optional.
 Examples may include: “First” Answer, “Amended” Answer.

ECF Civil Criminal Query Reports Utilities Search Logout
Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)
 Docket Text: Modify as Appropriate.
 [text may be added here] ANSWER to Complaint [text may be added here] by Vickie E Moralez. (Paulsen, Jeffrey)
 Next Clear

The following window will appear:

ECF Civil Criminal Query Reports Utilities Search Log

Answers to Complaints
[0:01-cv-00022-RHK-FLN v. Moralez](#)

Docket Text: Final Text
ANSWER to Complaint by Vickie E Moralez. (Paulsen, Jeffrey)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
answer.pdf pages: 1

The "Source Documents Path" is solely a marker to list the document/s attached to this filing event.

18. Confirm information in window, Click **Next** to submit the Answer

NOTE: This is the last screen to view before submitting the pleading. If corrections need to be made, click the Back button to locate the desired window in which changes are needed.

To abort this filing event, click any item on the blue menu bar.

The following Notice of Electronic Filing (NEF) window will appear:

ECF		Civil	Criminal	Query	Reports	Utilities	Search
Answers to Complaints							
0:01-cv-00022-RHK-FLN v. Moralez							
U.S. District Court U.S. District Court Minnesota							
Notice of Electronic Filing							
The following transaction was entered by Paulsen, Jeffrey on 8/7/2009 at 8:36 AM CDT and filed on 8/7/2009							
Case Name:	v. Moralez						
Case Number:	0:01-cv-00022-RHK-FLN						
Filer:	Vickie E Moralez						
Document Number:	1						
Docket Text:	ANSWER to Complaint by Vickie E Moralez. (Pauls						
0:01-cv-00022-RHK-FLN Notice has been electronically							
Jeffrey S. Paulsen Greg_Barnes@mnd.uscourts.gov							
0:01-cv-00022-RHK-FLN Notice has been delivered by c							
The following document(s) are associated with this transaction:							
Document description:	Main Document						

NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and that it has been accepted by the ECF system.

This pleading is now an official court document.

The NEF will be emailed to the addresses associated with this case (Utilities Menu > Maintain User Account).

Key Reminders about the Notice of Electronic Filing:

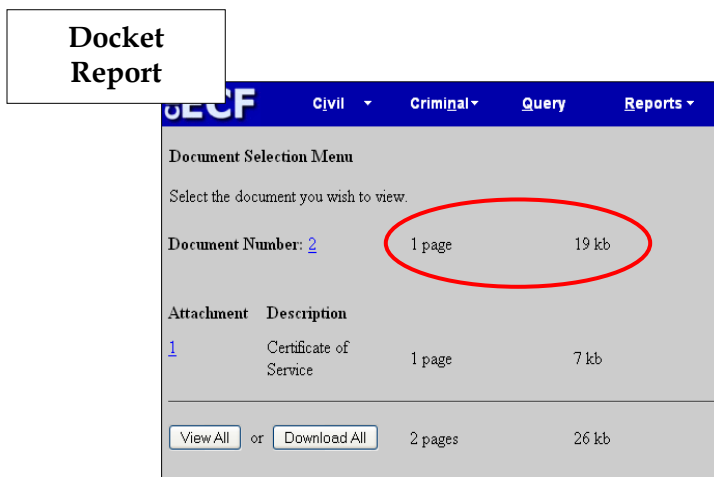
- It is strongly recommended to copy and save the NEF to your computer or to print and retain a hard copy in your files.
- The NEF will be emailed to the attorneys and parties, associated with the case, who have supplied their e-mail addresses to the Court. The NEF also displays the names and addresses of individuals who will not be electronically notified of the filing.
- It is the filer's responsibility to serve hard copies of the pleading and the Notice of Electronic Filing to attorneys and parties who are not set up for electronic notification. These names are identified in the NEF.
- Individuals who receive the NEF via email are permitted one "free look" at the document by clicking on the associated hyperlinked document numbers listed in the NEF.
- Pursuant to guidelines set by the Administrative Office of the U.S. Courts, the free look is only available for 15 days from the date of the filing.
- Subsequent retrieval of the case docket sheet and pleading from ECF must be made through your **PACER** account and is subject to regular **PACER** fees.
- Under LR 5.4, the NEF generated by ECF constitutes a certificate of service with respect to those persons to whom electronic notice of filing is sent, and no separate certificate of service need be filed with respect to those persons.
- If service is **not** made through ECF, the filing party must file a certificate of service in ECF. The certificate must state the manner in which service or notice was accomplished on each party so entitled. Filers are required to serve copies of any electronically filed pleading, document, or proposed order to parties **not** served electronically by ECF according to the Federal Rules of Civil Procedure.

Document and Attachment Numbering

The document selection screen was modified to include the main document number, and the attachments are numbered beginning with 1. This way, the attachment numbers are consistent everywhere they appear (e.g., docket text, the document selection screen).

Also, the file sizes and the total size of all of the documents for a docket entry are displayed on the document selection screen when viewing a document via the docket report.

The cumulative limit when viewing all or downloading all documents in a single entry is 60 MB.

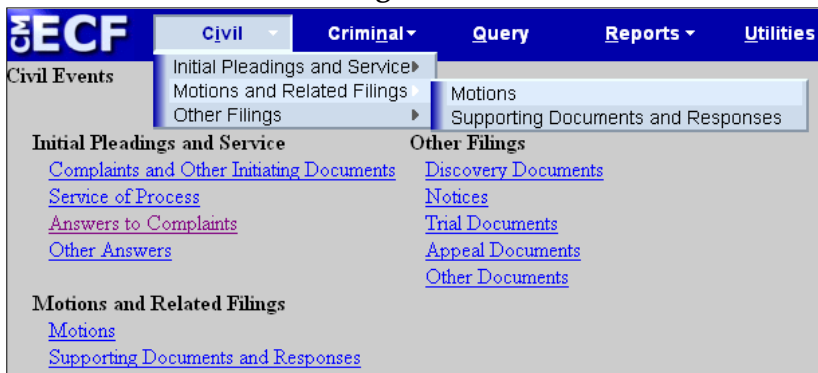


Filing a Motion

This section of the User's Manual describes the process for filing a **Motion** in ECF. The process is similar for filing other pleadings in ECF. Pursuant to Local Rule 7.1, before filing a motion, a party must contact the judge's courtroom deputy to schedule a hearing.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Motions**



The following notification window will appear:

Motions

E-Filing Tips for ALL Motions

Please refer to the court's [Civil ECF Procedures Guide](#), Section II, E when filing motions.

Remember, **two (2)** courtesy copies of the motion and supporting documents must be submitted to the appropriate judge or magistrate judge. See Section I, F for courtesy copy requirements.

More information on e-filing specific types of motions is available in the [Motions Glossary](#).

2. Read through the information, Click **Next**

ECF

Civil Criminal

Motions

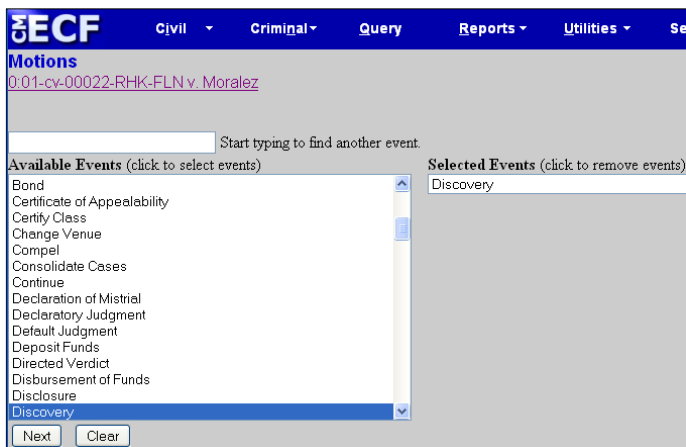
Civil Case Number

0:01-cv-22

NOTE: ECF will automatically populate the case number after the case number has been initially entered. Continue filing the Motion or abort filing the motion by clicking on the Civil menu to restart this event.

3. Confirm case number, Click **Next**

The following window will appear:

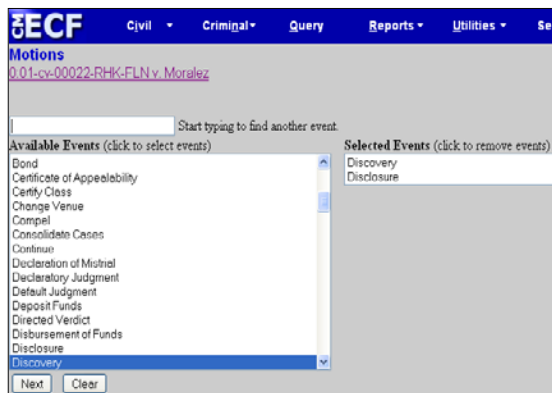


The screenshot shows the CM/ECF Motions window for case 0:01-cv-00022-RHK-FLN v. Moralez. The 'Available Events' list on the left includes: Bond, Certificate of Appealability, Certify Class, Change Venue, Compel, Consolidate Cases, Continue, Declaration of Mistrial, Declaratory Judgment, Default Judgment, Deposit Funds, Directed Verdict, Disbursement of Funds, Disclosure, and Discovery. The 'Selected Events' list on the right contains 'Discovery'. A search bar at the top says 'Start typing to find another event.' Below the lists are 'Next' and 'Clear' buttons.

4. Click on the type of motion being filed. The selected event will appear on the right side of the window.

5. Click **Next**

NOTE: Multiple motion reliefs may be filed at this time.
To add more than one motion relief, click on another motion relief.
To remove a selected relief, click on it in “Selected Events” box.



This screenshot shows the same CM/ECF Motions window, but now the 'Selected Events' list on the right contains both 'Discovery' and 'Disclosure'. The 'Available Events' list on the left remains the same, with 'Discovery' still highlighted. The 'Next' and 'Clear' buttons are at the bottom.

The following window will appear:



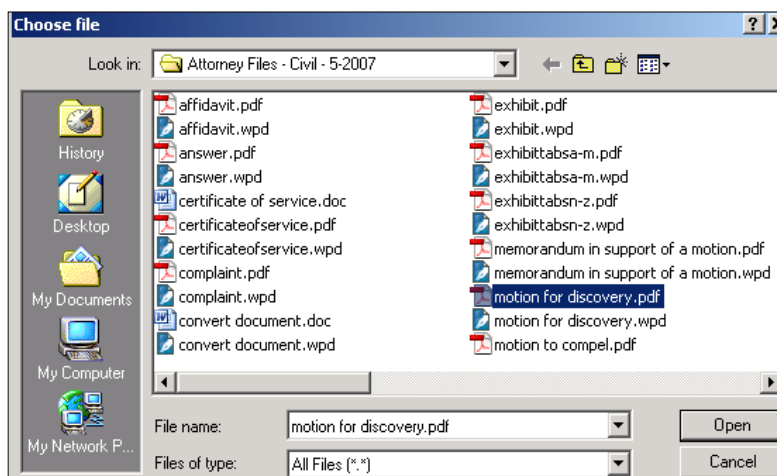
6. Click on the party(s) filing the document, Click **Next**

The following window will appear:



7. Click **Browse** to locate the appropriate Main Document

The following window will appear:



8. Navigate to the appropriate directory and file name of the PDF document to be filed
9. Click on the file and Click Open (or double-click on the file) to attach it to the filing

NOTE: From this point forward, Steps 7 and 8 will only be listed; the screen shot will not be included.

The following window will appear:

10. If there are no **Attachments**, click **Next**

NOTE: If there are attachments, Click the second Browse and link the attachment to the filing, select the category or enter in a document description, then Click Next.

The following window will appear:

11. If necessary, click the drop-down arrow or in the white Docket Text field to modify the docket text, Click Next

12. Confirm information in window, Click **Next** to submit the Motion

ECF Civil Criminal Query Reports Utilities Search Log

Motions

[0:01-cv-00022-RHK-FLN v. Moralez](#)

Docket Text: Final Text

MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
motion for discovery.pdf pages: 1

The following Notice of Electronic Filing window will appear:

ECF Civil Criminal Query Reports Utilities Sea

Motions

[0:01-cv-00022-RHK-FLN v. Moralez](#)

U.S. District Court
U.S. District Court Minnesota

Notice of Electronic Filing

The following transaction was entered by Paulsen, Jeffrey on 8/7/2009 at 2:57 PM CDT and filed on 8/7/2009

Case Name: v. Moralez

Case Number: [0:01-cv-00022-RHK-FLN](#)

Filer: Vickie E Moralez

Document Number: [4](#)

Docket Text:
MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

0:01-cv-00022-RHK-FLN Notice has been electronically mailed to:

Jeffrey S. Paulsen Greg_Barnes@mnd.uscourts.gov, sue_lang@mnd.uscourt.gov

0:01-cv-00022-RHK-FLN Notice has been delivered by other means to:

NOTE: The Notice of Electronic Filing (NEF) confirms the completion of this filing event and that it has been accepted by the ECF system.

This pleading is now an official court document.

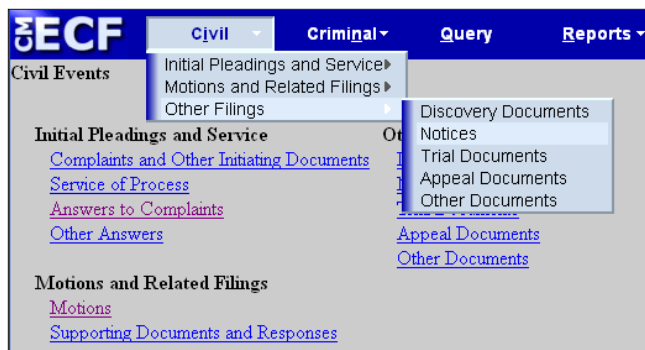
This will be emailed to the addresses associated with this case:
(Utilities Menu > Maintain User Account).

From this point forward, this informative note will not be included in the documentation, and the Notice of Electronic Filing step will only be listed; the screen shot will not be included.

Filing a Notice of Hearing on Motion

This section of the User's Manual describes the process for filing a **Notice of Hearing on Motion**. Pursuant to Local Rule 7.1, before filing a motion, a party must contact the judge's courtroom deputy to schedule a hearing. Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Other Filings > Notices**



The following window will appear:

 A screenshot of the ECF 'Notices' window. The title bar shows 'ECF' and 'Civil'. The main heading is 'Notices'. Below it, there is a label 'Civil Case Number' and a text input field containing '0:01-cv-22'. At the bottom of the window are two buttons: 'Next' and 'Clear'.

2. Confirm case number, Click **Next**

The following window will appear:

 A screenshot of the ECF 'Notices' window. The title bar shows 'ECF' and 'Civil'. The main heading is 'Notices'. Below it, there is a label 'Civil Case Number' and a text input field containing '0:01-cv-00022-RHK-FLN v. Moralez'. Below the case number, there is a list of 'Available Events (click to select an event)'. The list includes: 'Amended Notice of Hearing on Motion', 'Hearing Notice - Markman Hearing', 'Notice (Other)', 'Notice of Acceptance with Offer of Judgment', 'Notice of Appearance', 'Notice of Attorney Appearance/Substitution', 'Notice of Change of Address', 'Notice of Error (Guidant MDL)', 'Notice of Filing Bankruptcy', 'Notice of Filing Petition for Certiorari', 'Notice of Hearing on Motion', 'Notice of Intent to Request Redaction', 'Notice of Lis Pendens', 'Notice of Removal [CC]', and 'Notice of Settlement'. The 'Notice of Hearing on Motion' option is highlighted. To the right of the list, there is a 'Selected Event' field containing 'Notice of Hearing on Motion'. At the bottom of the window are two buttons: 'Next' and 'Clear'.

3. Select the *Notice of Hearing on Motion* event. It will appear on the right side of the window
4. Click **Next**

The following window will appear:

5. Click **Browse** to locate the appropriate Main Document

NOTE: From this point forward Step 5, above, will only be listed; screen shot will not be included.

6. **Navigate** to the appropriate directory and file name of the PDF document to be filed
7. Click on the file and Click **Open** (or double-click on the file) to attach it to the filing
8. If there are no **Attachments** to the filing, click **Next**; if there are Attachments, attach them to the filing, then click Next

The following window will appear:

9. A warning message will appear as a reminder to file the Motion before the Notice of Hearing on Motion.
10. If no hearing has been scheduled, check the box.
11. Click **Next**

The following window will appear:

IMPORTANT: Enter all hearing information, including the date, time, location, and judge, then select the appropriate (motions).

Please select the appropriate Judge's Courtroom in the location field, unless specifically directed to schedule the hearing in chambers.

IMPORTANT: Be sure to check the box next to the motion below to which the hearing relates.

Notice of Hearing on Motion

Motion Hearing

Date Time ☒ AM ☐ PM

Location Judge

☐ Schedule additional Motion Hearing

Select docket entry components which are to be associated with the above schedule(s).

Filing Date	#	Docket Text
08/07/2009	4	MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)
	<input checked="" type="checkbox"/>	Motion for Discovery

12. Enter in the **Date** and **Time** of the Hearing or Click **Calendar** to select date from pop-up Calendar menu

In the same window, continue filling in fields:

13. Select **Location** and **Judge** for Hearing
14. At the bottom of the window, above, Click the **box to link** the Notice of Hearing on Motion to the Motion (filed previously), Click **Next**

The following window will appear:

Notices

[0:01-cv-00022-RHK-FLN v. Moralez](#)

Docket Text: Modify as Appropriate.

NOTICE OF HEARING ON MOTION [4] MOTION for Discovery : **Motion Hearing set for 9/21/2012 09:30 AM in Courtroom 9W (MPLS) before Magistrate Judge Franklin L. Noel. (Clark, Marsha)**

15. Confirm information in window, Click **Next**
16. Click **Next**, in the final window to submit the Notice of Hearing on Motion

The Notice of Electronic Filing window will appear.

Filing a Memorandum in Support of a Motion

This section of the User's Manual describes the process for filing a **Memorandum in Support of a Motion**.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filing > Supporting Documents and Responses**



The following window will appear:

A screenshot of a web window titled 'Responses and Replies'. The window has a light gray background. At the top, the title 'Responses and Replies' is in blue. Below the title, there is a green text block that reads: 'Remember, two (2) courtesy copies of the motion and supporting documents must be submitted to the appropriate judge or magistrate judge.' Below this, another green text block reads: 'Please refer to the court's [Civil ECF Procedures Guide](#). See Section I, F for courtesy copy requirements.' At the bottom left, there are two buttons: 'Next' (highlighted with a dashed border) and 'Clear'.

1. Click Next

The following window will appear:

A screenshot of a web window titled 'Responses and Replies'. The window has a light gray background. At the top, the title 'Responses and Replies' is in blue. Below the title, there is a label 'Civil Case Number' in black. Below the label is a text input field containing the text '0:01-cv-22'. At the bottom left, there are two buttons: 'Next' and 'Clear'.

2. **Confirm** case number, Click **Next**

The following window will appear:

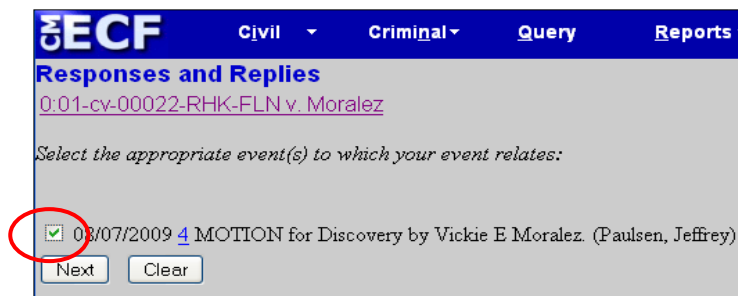
3. Click the **type of document** being filed. It will appear on the right side of the window, Click **Next**
4. Click on the **party(s)** filing the document, Click **Next**
5. Click **Browse** to locate the desired Main Document. **Navigate** to and Click on the **.pdf document** to be filed. Click **Open** to attach it to the filing.

NOTE: If there are attachments (e.g., LR 7.1/LR72.2 Word Count Compliance Certificate), they may be added in this window

Attachments filed electronically must be less than 15MB (15,360 KB) in size after being converted to .pdf.

6. Click **Browse** to locate the **Attachment/s** to the Memorandum
7. **Navigate** to the appropriate directory and file name of the PDF document to be filed
8. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
9. Click the **Drop-down arrow** to select the **Category type of document being filed**
10. **Enter** a description of the Attachment if necessary
11. **Repeat** steps 6 - 10 as needed to attach all attachments to the filing
12. Click **Next** to advance to the next window

The following window will appear:



ECF Civil Criminal Query Reports

Responses and Replies

0:01-cv-00022-RHK-FLN v. Moralez

Select the appropriate event(s) to which your event relates:

☒ 03/07/2009 4 MOTION for Discovery by Vickie E Moralez. (Paulsen, Jeffrey)

Next Clear

13. Click the box to link the Memorandum to the related motion/s already filed, Click **Next**

14. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**

15. Confirm information in window, Click **Next** to submit the Memorandum

The Notice of Electronic Filing window will appear.

Filing an Affidavit with Attachments/Exhibits in Support of a Motion

This section of the User's Manual describes the process for filing an **Affidavit with attached Exhibits in Support of a Motion** in ECF.

Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Supporting Documents and Responses**



The following window will appear:

Responses and Replies

Remember, **two (2)** courtesy copies of the motion and supporting documents must be submitted to the appropriate judge or magistrate judge.

Please refer to the court's [Civil ECF Procedures Guide](#). See Section I, F for courtesy copy requirements.

2. Click **Next**
3. The following window will appear:

ECF Civil

Responses and Replies

Civil Case Number

0:01-cv-22

4. **Confirm** case number, Click **Next**

Click the **type of document** being filed (e.g., Affidavit in Support of a Motion), Click **Next**

ECF Civil Criminal Query Reports Utilities

Responses and Replies
0:01-cv-00022-RHK-FLN v. Morales

Available Events (click to select an event)

- Affidavit in Opposition to Motion
- Affidavit in Support of Motion**
- Brief
- Certificate of Compliance with LR 37.1
- Claim Construction Brief
- Declaration in Opposition
- Declaration in Support
- Exhibit
- LR7.1 Word Count Compliance Certificate
- Markman Brief
- Memorandum
- Memorandum in Opposition to Motion
- Memorandum in Support of Motion
- Objection
- Objection to Report and Recommendations

Selected Event
Affidavit in Support of Motion

Next Clear

- Click on the **party(s)** filing the document, Click **Next**
- Click **Browse** to locate the appropriate Main Document
- Navigate** to the appropriate directory and file name of the PDF document to be filed
- Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
- Click **Browse** to locate the **Attachment/s** to the Affidavit

ECF Civil Criminal Query Reports Utilities Search Logout

Responses and Replies
0:01-cv-00022-RHK-FLN v. Morales

Select the pdf document and any attachments.

Main Document
K:\xf\training\CM-ECF\2009 Files\2009 C\ Browse...

Attachments	Category	Description
1. K:\xf\training\CM-ECF\2009 Files\2009 C\ Browse...	Exhibit(s)	1-7
2. vll Class Practice Files\exhibits 8 - 12.pdf Browse...	Exhibit(s)	8-12
3. Browse...		

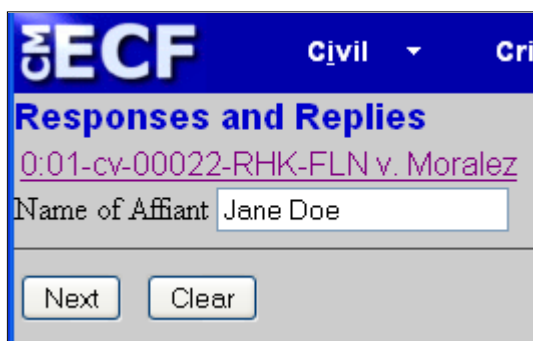
Next Clear

- Navigate** to the appropriate directory and file name of the PDF document to be filed
- Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
- Click the **Drop-down arrow** to select the type of document being filed
- Enter** a description of the Attachment if necessary, i.e. Exhibit

NOTE: Remember to add in a clear explanation of each attachment, into the Description field; one that matches either the document title or label.

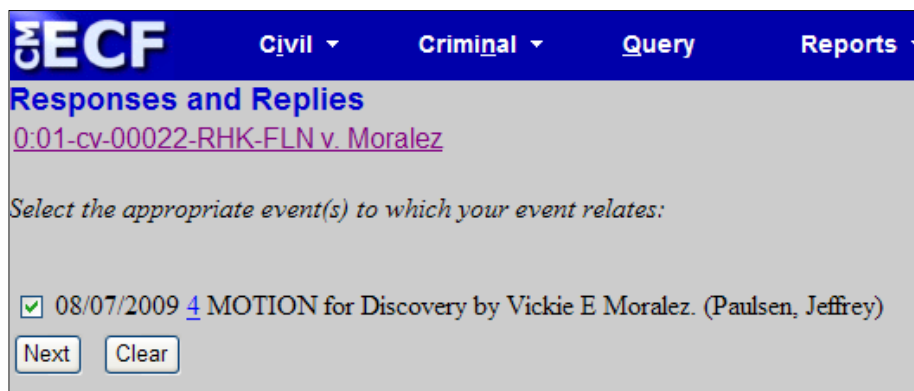
- Repeat** steps 8 – 12 as needed to attach all attachments to the filing
- Click **Next**

The following window will appear:



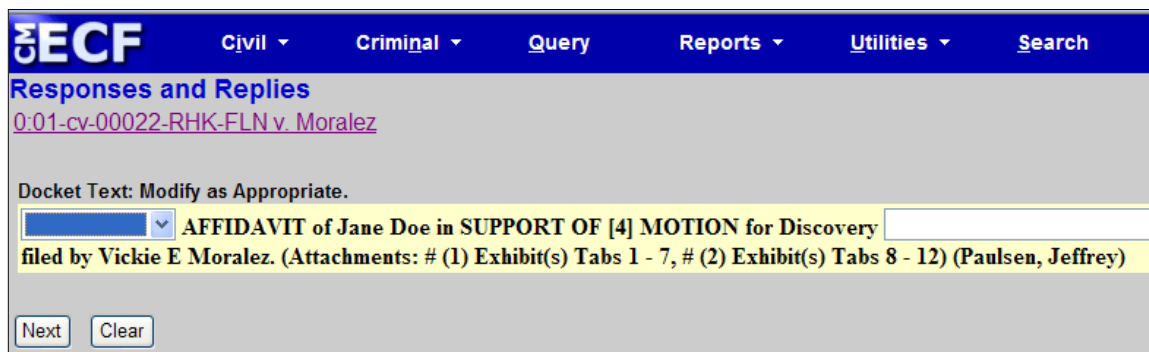
16. **Enter** in the Name of the Affiant, click **Next**

The following window will appear:



17. Click in the **box to link** the Affidavit to the related document/s already filed, Click **Next**

The following window will appear:



18. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
19. Confirm information in window, Click **Next** to submit the Affidavit

The Notice of Electronic Filing window will appear.

NOTE: Since its' inception, CM/ECF has had a 30 minute time-out limit for inactivity. When documents/attachments are being added to a filing, this "upload" time is considered inactive time by the CM/ECF Server.

In order to avoid being "timed-out" from the filing session, it is recommended to note the start time when uploading documents, finish that filing within 30 minutes. If time runs short when attaching documents (e.g., Exhibits to an Affidavit), make a note, to self, about which attachment was last added. The next attachment/s to be filed for this event may be added in a separate event filing session (e.g., Exhibit), and then linked back to the previous event (e.g., Affidavit) it relates to.

The maximum file size limit is 15 MB or 15,360 KB when filing in the U.S. District Court for the District of Minnesota. With the large file size, please be mindful of the time it takes to upload each attachment to avoid the time-out limit.

Filing Exhibits

This section of the User's Manual describes the process for filing **Exhibits** using the Motions and Related Filings menu. If the exhibit is one PDF document, follow the steps outlined in previous sections to locate and open the document to attach to this event.

Depending upon how exhibits are filed, there are three menus available in which to file exhibits when they are not attached to other documents or filings.

- **Motions and Related Filings > Supporting Documents and Responses**
- **Other Filings > Trial Documents**
- **Other Filings > Other Documents**

The example outlined below includes attaching more than one exhibit to the Exhibit Event.

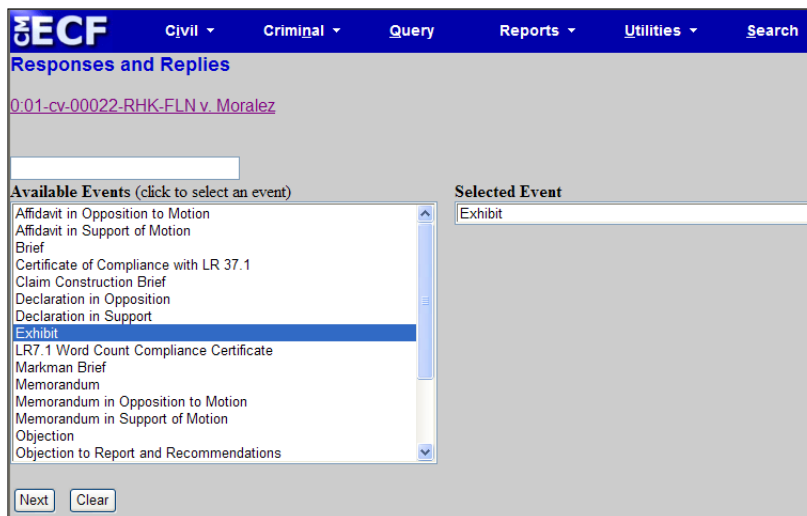
Select the appropriate menu from the ECF Menu Bar for filing:

1. Click **Civil > Motions and Related Filings > Supporting Documents and Responses**



2. **Confirm** case number, Click **Next**
3. **Confirm** case number again, Click **Next**

The following window will appear:



4. Click the **Type of Event** being filed, Click **Next**

5. Click on the **party(s)** filing the document, Click **Next**
6. Click **Browse** to locate the appropriate Main Document
7. **Navigate** to the appropriate directory and file name of the PDF document to be filed
8. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing

NOTE: In this example screen shots will be added in to illustrate how to add two attachments. The attachments are additional exhibit documents.

Responses and Replies
 0:01-cv-00022-RHK-FLN v. Morales

Select the pdf document and any attachments.

Main Document
 K:\xfr\training\CM-ECF\2009 Files\2009 C\ Browse...

Attachments	Category	Description
1. K:\xfr\training\CM-ECF\2009 Files\2009 C\ Browse...	Exhibit(s)	Tabs a - m Remove
2. K:\xfr\training\CM-ECF\2009 Files\2009 C\ Browse...	Exhibit(s)	Photos Remove
3. Browse...		

Next Clear

9. Click **Browse** to locate the **Attachment/s** to the Main Document
10. **Navigate** to the appropriate directory and file name of the PDF document to be filed
11. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
12. Click the **Drop-down arrow** to select the Document Category
13. **Enter** a description of the Attachment if necessary

NOTE: Remember to add in a clear explanation of each attachment, into the Description field; one that matches either the document title or label.

To remove a document attached in error, click the Remove button, repeat steps 9 - 13.

14. Repeat steps 9 - 13 until all Attachments have been added
15. Click **Next**

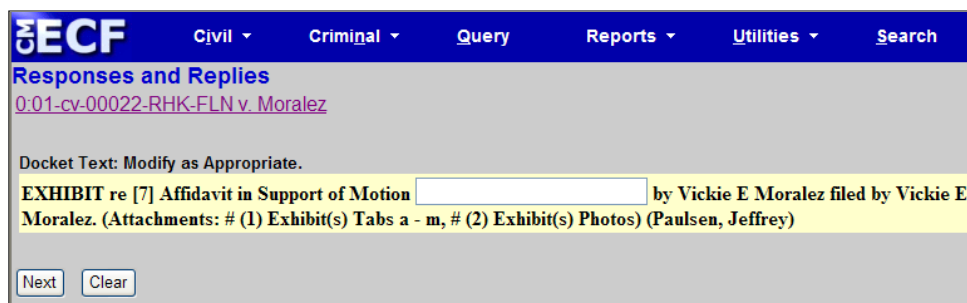
The following window will appear:

16. Click the **box to link** the attachment to another document (event) already filed, Click **Next**

NOTE: It is recommended to leave the “Filed – to” and “Documents - to” blank in order to generate a list of events, already filed, to link the attachment to. In contrast, if preferred and the dates and/or document numbers are known, fill in these fields, and then Click Next.

The following window will appear:

17. Click in **the box(es)** of the appropriate events to link the attachment(s) to, Click **Next**



18. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**

19. Confirm information in window, Click **Next** to submit the Exhibit/s

The Notice of Electronic Filing window will appear.

NOTE: Since its' inception, CM/ECF has had a 30 minute time-out limit for inactivity. When documents/attachments are being added to a filing, this "upload" time is considered inactive time by the CM/ECF Server.

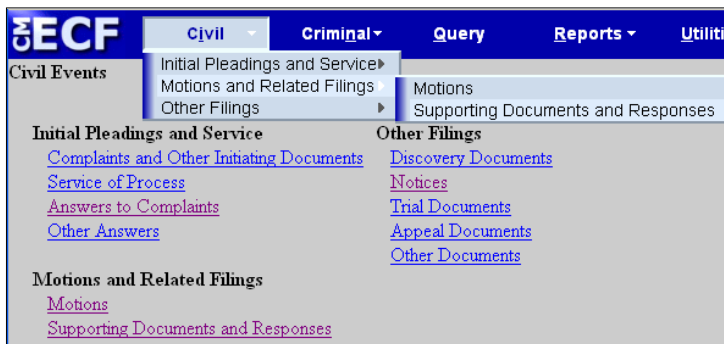
In order to avoid being "timed-out" from the filing session, it is recommended to note the start time when uploading documents, finish that filing within 30 minutes. If time runs short when attaching documents (e.g., Exhibits to an Affidavit), make a note, to self, about which attachment was last added. The next attachment/s to be filed for this event may be added in a separate event filing session (e.g., Exhibit), and then linked back to the previous event (e.g., Affidavit) it relates to.

The maximum file size limit is 15 MB or 15,360 KB when filing in the U.S. District Court for the District of Minnesota With the large file size, please be mindful of the time it takes to upload each attachment to avoid the time-out limit.

Filing a Meet-and-Confer Statement

This section of the User's Manual describes the process for filing a **Meet-and-Confer Statement** in Support of a Motion in ECF.

1. Click **Civil > Motions and Related Filings > Supporting Documents and Responses**



The following window will appear:

A window titled 'Responses and Replies' with a grey background. It contains two lines of green text: 'Remember, two (2) courtesy copies of the motion and supporting documents must be submitted to the appropriate judge or magistrate judge.' and 'Please refer to the court's [Civil ECF Procedures Guide](#). See Section I, F for courtesy copy requirements.' At the bottom are 'Next' and 'Clear' buttons.

2. Click **Next**
3. The following window will appear:

A window titled 'Responses and Replies' with a grey background. It has a label 'Civil Case Number' above a text input field containing '0:01-cv-22'. At the bottom are 'Next' and 'Clear' buttons.

4. **Confirm** case number, Click **Next**

The following window will appear:

Available Events (click to select an event)	Selected Event
Affidavit in Opposition to Motion	Meet & Confer Statement
Affidavit in Support of Motion	
Brief	
Certificate of Compliance with LR 37.1	
Claim Construction Brief	
Declaration in Opposition	
Declaration in Support	
Exhibit	
LR7.1/LR72.2 Word Count Compliance Certificate	
Markman Brief	
Meet & Confer Statement	
Memorandum	
Memorandum in Opposition to Motion	
Memorandum in Support of Motion	
Objection	

Next Clear

5. Click on the **Meet & Confer Statement** event, Click **Next**
6. Click on the **party(s)** filing the document, Click **Next**
7. Click **Browse** to locate the appropriate Main Document
8. **Navigate** to the appropriate directory and file name of the PDF document to be filed
9. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
10. Click **Next**
11. Select the appropriate event(s)/ motion to which your event relates:

Responses and Replies
[0:01-cv-00022-RHK-FLN v. Morales](#)

Select the appropriate event(s) to which your event relates:

☒ 08/07/2009 [4](#) MOTION for Discovery by Vickie E Morales. (Paulsen, Jeffrey)

Next Clear

12. Click **Next**
13. Click **Next** again
14. Confirm information in window, Click **Next** to submit the filing

The Notice of Electronic Filing window will appear.

Filing a Stipulation

This section of the User's Manual describes the process for filing a **Stipulation** in ECF. When filing a stipulation in ECF, be sure the pleading does not include a signature line for the Judge or a proposed order. Proposed orders are to be emailed to the Judge's Chambers e-mail box. Also be sure you select all parties you are filing on behalf of.

1. Click **Civil > Other Filings > Other Documents**



2. Click **Civil > Other Filings > Other Documents**

3. Confirm case number, Click **Next**

4. Select the party(ies) you are filing on behalf of. (Be sure to select all parties that signed the pleading. Use the mouse + control key to select multiple parties) Once selected, click **Next**

5. Important: because you are selecting the opposing party that you do not normally represent, you will be prompted asking if you wish to be added as an attorney for the opposing party. Uncheck the box in front of the attorney's name to disassociate the attorney to the opposing party(ies).

0:01-cv-00022-RHK-FLN v. Moralez

For jointly signed documents, e.g., Stipulations, uncheck the box in front of the attorney's name to unlink the attorney to the opposing party or parties.

The following attorney/party associations do not exist for the above case(s).

Please check the box on the left of the screen for associations which should be created.

If the association should *not* be created, be sure the box is *unchecked*.

☐ Vickie E Moralez (pty:dft) represented by Marsha Clark (aty) ☐ Lead ☒ Notice

6. From the drop-down list provided, click on the **Stipulation** or **Stipulation of Dismissal** option. Click **Next**

7. A reminder text window appears regarding the language that should be omitted from the stipulation and the filing of the proposed order. Click **Next**

8. Click Browse to locate the appropriate document
9. Navigate to the appropriate directory and file name of the PDF document to be filed
10. Click on the file and Click Open (or double-click on the file) to attach it to the filing
11. Click **Next**
12. A prompt appears asking whether the document you are filing link to another document in this case. If the stipulation is linked to another document such as a scheduling order; check the box provided. (You may also wish to enter the date the document(s) was filed or the document number that was given so that not all the documents appear to select from window.) If the checkbox is selected, click on the Next button and the list of all previously filed documents appears for selection. Select the document this filing relates to. Click **Next**
13. The Docket Text window appears. Type additional text in the box provided to describe what the stipulation is for. Click **Next**
14. Review the filing. If you are ready to file, click **Next**

The Notice of Electronic Filing appears.

Filing a Certificate of Service on Proposed Order

Under LR 5.4, the NEF generated by ECF constitutes a certificate of service with respect to those persons to whom electronic notice of filing is sent, and no separate certificate of service need be filed with respect to those persons.

If service is **not** made through ECF, the filing party must file a certificate of service in ECF. The certificate must state the manner in which service or notice was accomplished on each party so entitled.

Filers are required to serve copies of any electronically filed pleading, document, or proposed order to parties not served electronically by ECF according to the Federal Rules of Civil Procedure.

To determine the party mailing information for a specific case, Click **Utilities > Mailings > Mailing Info for a Case**.

Certificates of Service can either be filed as (a) an attachment in ECF during a filing or (b) a separate filing. When filing multiple events at the same time, a separate certificate of service can be filed and linked to the relevant documents as outlined below:

1. Click **Civil > Initial Pleadings and Services > Service of Process**

NOTE: Because of the similarity to other events, only one screen shot will be included.

2. Confirm case number, Click **Next**, Confirm case number again, Click **Next**
3. Click the **type of document** being filed e.g. *Certificate of Service on Proposed Order*, Click **Next**

The following window will appear:

ECF Civil Criminal Query Reports Utilities Search Logout

Service of Process:
[0:01-cv-00022-RHK-FLN v. Morales](#)

STOP!! If you are filing summons-related document, please use the appropriate event code in this category. Scroll down to the Summons events in this category and select the correct the event. Select the pdf document and any attachments.

Main Document

Attachments	Category	Description
1. <input type="text"/> <input type="button" value="Browse..."/>		

NOTE: The Note on this window indicates that if filing a summons-related document, rather than a certificate of service, return to the previous screen and select **Summons Returned Executed** under the **Service of Process** category.

4. Click **Browse** to locate the appropriate document
5. **Navigate** to the appropriate directory and file name of the PDF document to be filed
6. Click on the **file** and Click **Open** (or double-click on the file) to attach it to the filing
7. Click **Next**

8. Click on the **party(s)** filing the document, Click **Next**
9. Click the **box to link** the attachment to another document (event) already filed e.g. Motion, Click **Next**
10. Click in **the box(es)** of the appropriate events to link the attachment(s) to, Click **Next**
11. If necessary, click in the white **Docket Text field** to modify the docket text, Click **Next**
12. Confirm information in window, Click **Next** to submit the Certificate of Service on Proposed Order

The Notice of Electronic Filing window will appear.

Appendix A

Sample Attorney Registration Page

<p><u>Notice to Attorneys</u></p> <p>It is necessary to change your login access from 'read-only' to 'active user' for the purposes of filing your documents on ECF beginning May 17, 2004. Please note that you will only be required to review and submit this on-line registration one time. By reviewing and submitting this registration, your status will change to active. As an active user, you are agreeing to the details below. For record keeping purposes, a log will be kept of the date and time you have registered on-line. It is important that you review this agreement and press the submit button, not your staff.</p> <p>When you are finished with your registration, please log out of ECF. When you log back in, you should be able to access all other filing options under the Civil and Criminal Menus. If they do not appear, right-click your mouse and refresh or reload the screen, repeat if necessary until they appear.</p> <p>Your current login and password will remain the same.</p>	
<p><u>By submitting this account registration form on-line, I agree/consent to the following:</u></p>	
<ol style="list-style-type: none"> 1. I understand that the provisions of LR Rule 5.1, "Electronic Case Filing," the "Order Adopting Electronic Case Filing Procedures" signed by the Court on May 17, 2004, and the latest version of the court's Civil and Criminal ECF Procedures Guide for the District of Minnesota apply to electronic filing in this District and I agree to abide by all provisions set forth therein. 2. I agree that the combination of the user login and password will serve as my signature for purposes of the Federal Rules of Civil and Criminal Procedure. I further agree to protect the security of my password; if I believe it is being used without my permission, I will log onto ECF and change my password, as well as inform the clerk of court by telephone, of the misuse. 3. I have read and understood the provisions of Rule 11 of the Federal Rules of Civil Procedure, particularly as referenced in the civil and criminal Electronic Case Filing Procedures for the District of Minnesota, and I understand that the provisions of Rule 11 apply with full force and effect to documents filed using ECF. 4. I agree to waive the provisions of Rule 77(d) of the Federal Rules of Civil Procedure and Rule 49(c) of the Federal Rules of Criminal Procedure, providing for service of notice by mail, and I consent that such notice may be served by electronic transmission. 5. All transmissions for electronic case filings of pleadings and documents to the ECF system shall be titled in accordance with the approved directory of civil and criminal events of the ECF system in a case in which an attorney is counsel of record or on any document which is construed as an entry of appearance in accordance with the Local Rules. 6. The systems are for use only in cases designated by the U.S. District Court for the District of Minnesota. The system may be used to file and view electronic documents and docket sheets. 7. Registration as a Filing User constitutes: (1) consent to receive notice electronically and waiver of the right to receive notice by first class mail pursuant to Federal Rules of Civil Procedure 77(d) and 5(b)(2)(D), and (2) consent to electronic service and waiver of the right to service by personal service or first class mail pursuant to Federal Rule of Civil Procedure 5(b)(2)(D), except with regard to service of a summons and complaint, which must be accomplished in accordance with Rule 4 of the Federal Rules of Civil Procedure. 8. A user accesses court information via the court's Internet site or through the Public Access to Court Electronic Records ("PACER") Service Center. Although the court manages the procedures for electronic filing, all electronic public access to case file documents occurs through PACER. A PACER login and password is required in addition to the ECF password issued by the court. To register for PACER, a user must complete the online form or submit a registration form, available on the PACER website: (http://www.pacer.gov/). <p>Note: According to a memorandum from the Administrative Office of the United States Courts dated April 9, 2002, non-judiciary ECF users will be charged a PACER billing fee to access electronic data such as docket sheets and case documents obtained remotely through the PACER system. A cap of thirty pages per document has been approved.</p> <p>The access fee does not apply to official recipients of electronic documents, i.e., parties legally required to receive service or to whom service is directed by the filer in the context of service under Federal Rules of Civil Procedure. Official recipients will receive the initial electronic copy of a document free to download as they see fit, but if they remotely access the document again, they will incur PACER billing fees.</p> <ol style="list-style-type: none"> 9. I understand and agree that it is my responsibility to change my e-mail address on-line under the Utilities>Maintain Your Account button in ECF. Directions for doing so are available on the court's web site at http://www.mnd.uscourts.gov/cmecf/general_information.shtml>ECF Account Maintenance Instructions. 	
<p><input type="checkbox"/> I Agree</p>	
<p>Submit</p>	<p>Clear</p>

Appendix B

Viewing Restricted Cases & Filings in ECF

Social Security & Immigration Cases

Case-level restrictions will apply to civil cases involving social security and immigration matters. Pursuant to Fed. R. Civ. P. 5.2, parties and their attorneys of record may have Internet access to all documents filed in social security and immigration cases. The public will have Internet access only to docket sheets, opinions, orders, judgments or dispositions of the court.

Restricted Filings in ECF

Documents electronically filed by the court on ECF may have different restriction levels placed upon them, i.e. sealed, court only, applicable party, or ex parte. When both the document and the docket entry are restricted, the docket report will have skipped document numbers. A text only entry will indicate that the document is restricted and identify its docket number.

If a user does not have appropriate access to view a restricted document, when clicking on the document number, the user will be prompted with a message stating the document is not available, or you do not have permission to view this document.

If a document is restricted and the user has appropriate access to it, when you click the e-mail link you will be prompted for your ECF login/password. This is simply a security measure to ensure you have proper access to view the documents. Please review the screen captures below that illustrate the login process required to view restricted documents.

*****NOTE TO PUBLIC ACCESS USERS***** You may view the filed documents once without charge. To avoid later charges, download a copy of each document during this first viewing.

U.S. District Court
District of Minnesota

Notice of Electronic Filing

The following transaction was received from Shirley Anderson entered on 12/21/2005 at 10:38 AM CST and filed on 12/21/2005

Case Name:	Small v. HHS
Case Number:	9:01-cv-747
Filer:	HHS
Document Number:	2

Docket Text:
ANSWER to Complaint by HHS (admir,)

The following document(s) are associated with this transaction:

Click the document number link to view the document filed.

NOTE: Once you click on the link, you must enter your ECF login and password. Do not double-click the link or the “free look” will be lost.

ECF/PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of \$ 08 per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER account. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

client code:

NOTE: If the “free look” has been used/is expired, login first to ECF (for identification as a case participant), then user will be prompted for PACER login.

Appendix C

Add/Create Party for Third-Party Complaint

In the **Select the Party** window:

The screenshot shows the 'Select the Party' window in the CM/ECF system. The window has a blue header with navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the title 'Answers to Complaints' is displayed, followed by the case number '0:01-cv-00022-RHK-FLN v. Moralez'. The main area is divided into two sections. On the left, there is a 'Pick Party' button and a list of parties: 'Vickie E Moralez dft' and 'Jackie Ellingson pla'. On the right, there is a text box for 'Select the Party:' and a 'Select a Group:' section with radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom, there are 'Next', 'Clear', and 'New Party' buttons. The 'New Party' button is circled in red.

1. Click **New Party**

The following window will appear:

2. Enter in full or partial values for **Name fields**, Click **Search** to determine whether party already exists in CM/ECF

The screenshot shows the 'Search for a party' window in the CM/ECF system. The window has a blue header with navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the header, the title 'Answers to Complaints' is displayed, followed by the case number '0:01-cv-00022-RHK-FLN v. Moralez'. The main area is divided into two sections. On the left, there is a 'Pick Party' button and a list of parties: 'Vickie E Moralez dft' and 'Jackie Ellingson pla'. On the right, there is a 'Search for a party' section with three text boxes: 'Last / Business Name', 'First Name', and 'Middle Name'. Below these text boxes is a 'Search' button.

NOTE: Search Tips for Locating Party Information in ECF

- a. The party database is extensive. Search the database several times before adding a new party.
- b. Try searching with and without punctuation
- c. Asterisks are not necessary when searching for partial names
- d. Searches:
 - i. are not case sensitive
 - ii. can only be performed by last name or business name
- e. Names of:
 - i. Cities, counties, state agencies, etc. may be listed as "St. Paul, City of."
 - ii. Businesses and other party names may contain abbreviations
- f. If multiple matches are found, please click "select name from list" to see additional information regarding the party
- g. Do not enter in address information for parties
- h. Use the party text to clarify the party name. e.g., A Minnesota Corporation

If party is already in CM/ECF, the following window will appear:

The screenshot shows the 'Answers to Complaints' window in CM/ECF. The left sidebar lists parties: Vickie E Moralez (dft) and Jackie Ellingson (pla). The main area has a 'Search for a party' section with fields for 'Last / Business Name' (Lang), 'First Name' (Sue), and 'Middle Name'. A 'Search' button is below. The 'Search Results' section shows 'Lang, Sue'. At the bottom are 'Select Party' and 'Create New Party' buttons.

3. If the correct party appears, highlight the name, click **Select Party** (If No, skip to next page)
The following window will appear:

The screenshot shows the 'Party Information' window for Sue Lang. The 'Role' dropdown is set to 'ThirdParty Defendant (3pd pty)'. The 'Add Party' button is highlighted with a red circle. Other fields include Prisoner ID, Office, Address 1, Address 2, Address 3, State, Zip, Country, City, Phone, Fax, E-mail, Party text, Start date (8/19/2009), End date, and Notice (yes).

4. Modify **Role** if needed, i.e. Third Party Defendant

5. Click **Add Party**

The following window will appear:

The screenshot shows a window titled 'Select from the following list the party(s) against whom you are filing this Third-Party Complaint.' It has two sections: 'Select the Party:' and 'Select a Group:'. Under 'Select the Party:', a list of parties is shown, with 'Lang, Sue [3pd]' selected. Under 'Select a Group:', there are radio buttons for 'No Group', 'All Defendants', 'All Plaintiffs', and 'All Parties'. At the bottom are 'Next', 'Clear', and 'New Party' buttons.

6. Select **Party**, Click **Next**, Continue filing and submit the pleading.

Continuation of Step 3 from previous page:

3. If **no**, continue adding the new party (remain on this page);

The screenshot shows the ECF system interface for 'Answers to Complaints'. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main heading is 'Answers to Complaints' with a sub-link '0:01-cv-00022-RHK-FLN v. Moralez'. On the left, there's a 'Pick Party' section with 'Collapse All' and 'Expand All' links, and a list of parties including 'Vickie E Moralez dft'. The 'Search for a party' section has input fields for 'Last / Business Name' (containing 'XYZ Co'), 'First Name', and 'Middle Name', with a 'Search' button. Below this, the 'Search Results' section is empty. At the bottom of the search results, there are 'Select Party' and 'Create New Party' buttons. The 'Create New Party' button is circled in red. A message at the bottom states: 'Search returned no results. Please try again or create a new party.'

4. Click **Create New Party**

5. The following window will appear:

The screenshot shows the 'Party Information' form in the ECF system. The top navigation bar is the same as the previous screenshot. The form has a 'Pick Party' section on the left. The 'Party Information' section contains various input fields: 'Last name' (containing 'XYZ Co'), 'First name', 'Middle name', 'Generation', 'Title', 'Role' (a dropdown menu set to 'ThirdParty Defendant (3pd.pty)'), 'Pro se' (a dropdown menu set to 'No'), 'Prisoner Id', 'Unit', 'Office', 'Address1', 'Address2', 'Address3', 'City', 'State', 'Zip', 'Country', 'Prison' (a dropdown menu), 'Phone', 'Fax', 'E-mail', 'Party text', 'Start date' (containing '8/19/2009'), 'End date', 'Corporation' (a dropdown menu set to 'no'), and 'Notice' (a dropdown menu set to 'yes'). There is a checkbox labeled 'Show this address on the docket sheet'. At the bottom of the form, there is an 'Add Party' button, which is circled in red.

6. Click **Add Party**

The following window will appear:

7. Select **Party**, Click **Next**, Continue filing and submit the pleading.

NOTE: When a new party is added, he/she is added to the Party Pick List and is highlighted in the list. The new party is also added to the Case Participant Tree.





If the right pane of the screen does not contain the party pick list (e.g., the user searched for a new party but then decided not to add one), to bring the party pick list back to the right pane, the user should click the **Pick Party** button at the top of the screen.

To add more parties, repeat Steps above.

Definition of Controls



NOTE: If a new participant is added during the docketing process, icon controls will only be available for that new participant. The controls are further explained below.

Control	Description
	Edit Participant Record
	Delete Participant Record
	Add Alias to Participant Record
	**Court Use Only**

Appendix D

Additional Information Regarding ECF

SELECTING FILERS IN A LARGE CASE

When a civil case has a large number of participants, the participants are sorted in alphabetical order by last name, and are grouped into chapters. Each chapter is displayed in the participant tree as a hyperlink. If the user clicks a chapter hyperlink, the participants in the chapter are listed in the tree

COMMON ERRORS WITH ECF FILING

If the ECF system does not recognize your login and password, it will display the following error message on a new screen.

Login failed either your login name or key is incorrect

Click on the [Back] button in your browser and re-enter your correct login and password. If you cannot access the ECF system using your assigned login and password, you can request a password reset by clicking on the reset link on the main ECF login page. You will need to enter your ECF login ID and click the submit button. An email message will be sent to the address of record for the user that will allow a change to the password.

DOCUMENTS FILED IN ERROR

A document incorrectly filed in a case may result from: a) attaching the wrong PDF file to a docket entry; b) entering the wrong case number and not discovering the error before completing the transaction; or c) selecting the wrong document type from the menu.

POSTING THE WRONG PDF FILE TO A DOCKET ENTRY OR ENTERING THE WRONG CASE NUMBER

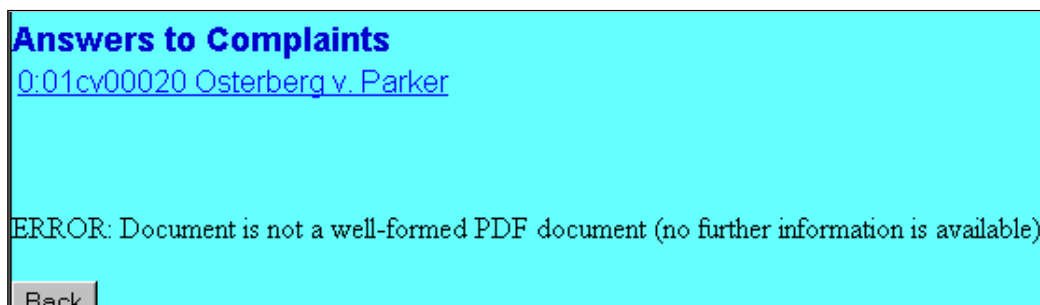
After a document is filed electronically, corrections to the docket must only be made by the Clerk's Office. ECF will not permit the filer to make changes to the document(s) or docket entry once the transaction has been submitted.

Documents filed in error in the correct case (e.g., wrong version of the document attached, wrong event code, etc.) must remain part of the record as filed. Upon discovery of error, the filer must: Call the Clerk's Office Help Desk at 1-866-325-4975. Clerk's Office staff will edit the docket text of the incorrect entry indicating "DOCUMENT FILED IN ERROR" in all caps at the beginning of the docket entry. The user should immediately file the correct document in the case on ECF, and modify the title of the pleading as appropriate (e.g., "Amended", "Substituted", "Corrected").

If a document is filed in the wrong case, the filer must immediately call the Help Desk at 1-866-325-4975. The Clerk's Office will edit the docket text of the incorrect entry indicating, "DOCUMENT RESTRICTED-FILED IN WRONG CASE" in all caps at the beginning of the docket entry. The user should then file the document in the correct case.

SELECTING THE WRONG DOCUMENT TYPE

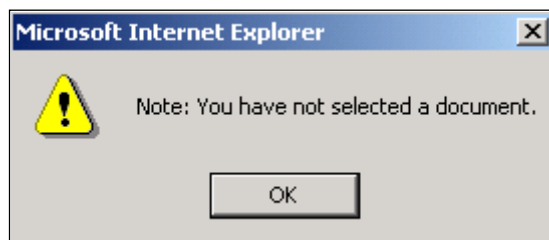
In the event you selected and highlighted a file that is *not* in PDF format, ECF will display the following error message after you click on the **[Next]** button.



1. ECF will not permit you to select a file for your pleading that is not in PDF format.
2. Click on the **[Back]** button and ECF will return to the **Answers to Complaints** screen.
3. Select and highlight the PDF file of your pleading and proceed as before.

FAILURE TO SELECT A DOCUMENT TO FILE

If you fail to select a document to file with your pleading, ECF will display the error message depicted below.



If you click **[OK]** from the screen depicted above ECF will return you to the **Attachments** screen. You cannot proceed without attaching a PDF document.

ATTACHMENTS AND ATTACHMENT SIZE

Attachments electronically filed must be less than 15MB or 15,360 KB after the document has been converted to PDF.

Attorneys may seek leave of the court to file conventionally if attachments and exhibits are voluminous. Refer to the Civil Procedures guide for more details on this matter.

NOTE: For moderate length paper attachments, consider dividing them into two or more smaller attachments, scanning, and filing them electronically.

PACER WINDOW

When PACER is needed to access and/or print documentation, a “Transaction Receipt” table appears at the bottom of the current window. As seen below, this table provides the total charges billed at the present time.

ECF															
Query		Reports	Utilities												
Logout															
GUIDANT,															
U.S. District Court U.S. District Court Minnesota (DMN) CIVIL DOCKET FOR CASE #: 0:07-cv-00025-DWF-AJB															
D'Abundo v. Guidant Corporation et al Assigned to: Judge Donovan W. Frank Referred to: Magistrate Judge Arthur J. Boylan Lead case: 0:05-md-01708-DWF-AJB Member case: (View Member Case) Cause: 28:1332-pip-Diversity-Personal Injury, Product Liability		Date Filed: 01/22/2007 Jury Demand: Plaintiff Nature of Suit: 365 Personal Inj. Prod. Liability Jurisdiction: Diversity													
Plaintiff Debra D'Abundo represented by Thomas R Anapol <i>Administratrix</i> <i>D'Abundo, dec</i>															
ATTORNEY TO BE NOTICED															
Date Filed	#	Docket Text													
01/22/2007	1	CERTIFIED COPY OF CONDITIONAL TRANSFER ORDER (CTO - 22) from the Judicial Panel on Multidistrict Litigation; Case received from District of New Jersey (Camden); Case Number 1:06-5227 (NLH/JS). Case assigned to Judge Donovan W. Frank and referred to Magistrate Judge Arthur J. Boylan for coordinated or consolidated pretrial proceedings. (Attachments: # 1 Certified copy of docket sheet # 2 Complaint # 3 Civil Cover Sheet)(dch) (Entered: 01/23/2007)													
01/22/2007	2	PRETRIAL ORDER #2. Signed by Judge Donovan W. Frank on 1/6/06. PLEASE NOTE: Counsel are directed to file a Notice of Appearance in the MASTER CASE ONLY - MDL 05md1708. Please see Attachment A for instructions. (Attachments: # 1 Attachment A)(dch) (Entered: 01/23/2007)													
PACER Service Center Transaction Receipt 02/07/2008 10:28:18 <table border="1"> <tr> <td>PACER Login:</td> <td>us8632</td> <td>Client Code:</td> <td></td> </tr> <tr> <td>Description:</td> <td>Docket Report</td> <td>Search Criteria:</td> <td>0:07-cv-00025-DWF-AJB</td> </tr> <tr> <td>Billable Pages:</td> <td>1</td> <td>Cost:</td> <td>0.08</td> </tr> </table>				PACER Login:	us8632	Client Code:		Description:	Docket Report	Search Criteria:	0:07-cv-00025-DWF-AJB	Billable Pages:	1	Cost:	0.08
PACER Login:	us8632	Client Code:													
Description:	Docket Report	Search Criteria:	0:07-cv-00025-DWF-AJB												
Billable Pages:	1	Cost:	0.08												

SEALED DOCUMENTS

For more details about filing under seal, please refer to the Civil Procedures guide, Section IX, part D.

Appendix E

The Federal Rules and Personal Identifiers

Under Fed. R. Civ. P. 5.2(a), unless the court orders otherwise, an electronic or paper filing with the court that contains an individual's social-security number, taxpayer-identification number, or birth date, the name of an individual known to be a minor, or a financial-account number, the filing party or nonparty may include only:

- a. The last four digits of the social-security number and taxpayer-identification number;
- b. The year of the individual's birth;
- c. The minor's initials; and
- d. The last four digits of the financial-account number.

In addition, exercise caution when filing documents that contain the following:

- a. Personal Identifying Number (e.g., driver's license number);
- b. Medical Records, Treatment and Diagnosis;
- c. Employment History;
- d. Individual Financial Information;
- e. Proprietary or Trade Secret Information.

Under Fed. R. Civ. P. 5.2(b), the redaction requirements do not apply to the following:

- a. A financial-account number that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- b. The record of an administrative or agency proceeding;
- c. The official record of a state-court proceeding;
- d. The record of a court or tribunal, if that record was not subject to the redaction requirement when originally filed;
- e. A filing covered by Rule 5.2(c) or(d) ; and
- f. A pro se filing in an action brought under 28 U.S. C. §§ 2241, 2254, or 2255.

WAIVER OF PROTECTION OF IDENTIFIERS

A person waives the protection of Rule 5.2(a) as to the person's own information by filing it without redaction and not under seal. Fed. R. Civ. P. 5.2(h).

ENFORCEMENT

It is the sole responsibility of counsel and the parties to be sure that all pleadings comply with the rules of this court requiring redaction of personal identifiers. The Clerk will not screen documents for redaction and will not reject documents solely on the basis that the documents contain personal identifiers.

FILING UNREDACTED DOCUMENTS UNDER SEAL

1. Under Fed. R. Civ. P. 5.2(f)-(g), a person making a redacted filing may also file:
 - a. An unredacted copy of the document under seal without seeking leave of the court in accordance with Section IX.D. regarding filing documents under seal; or
 - b. A reference list under seal without seeking leave of the court in accordance with Section IX.D. regarding filing documents under seal. The reference list must contain the complete personal identifier(s) and the redacted identifier(s) used in its place in the filing.
2. The redacted version of the document must be filed in ECF with a conventional filing placeholder as an attachment indicating the existence of the sealed document on the record. A sample conventional filing placeholder is available from the clerk or from the court's website at www.mnd.uscourts.gov, under the "Court Forms" tab.
3. The Notice of Electronic Filing (NEF) and the conventional filing placeholder for the redacted version must be attached to the envelope of the sealed version or list.
4. File the sealed version or list in accordance with Section IX.D.
5. The unredacted version and/or reference list must be retained by the court as part of the record.

Sample of Reference List of Personal Identifiers Redacted

**UNITED STATES DISTRICT COURT
DISTRICT OF MINNESOTA**

*[Plaintiff's Name]*Case Number: *[Case Number]*

Plaintiff(s)

v.

[Defendant's Name]

Defendant(s)

**REFERENCE LIST OF
PERSONAL IDENTIFIERS
FILED UNDER SEAL PURSUANT TO THE
FED. R. CIV. P. 5.2 AND
FED. R. CRIM. P. 49.1**

The following personal identifiers have been redacted pursuant to the Fed. R. Civ. P. 5.2 and Fed. R. Crim. P. 49.1. Below is a listing of the complete personal identifier and its corresponding partially redacted version. The redacted version will be used in lieu of, and shall be construed to refer to, the corresponding complete identifier in filings in the above referenced case.

Description of Identifiers Redacted	Complete Identifier	Partially Redacted Identifier
Social Security Number	123-45-6789	XXX-XX-6789
Financial Account Number	987-66-54-321	XXX-XX-X4-321
Name of Minor Child	Jane Doe	J.D.
Date of Birth	07-04-2004	2004
Home Address (criminal cases only)	123 Main St Smithville, MN 12345	Smithville, MN

Appendix G

Creating an Appendix with Document Links

A set of radio button options labeled Include documents in Appendix and Include document hyperlinks in Appendix appear at the bottom of the Docket Report. These options allow users to indicate if the PDF documents they selected for inclusion in the appendix docket sheet should be appended to the docket sheet or if hyperlinks to those documents should be included instead.

OPTIONS FOR CREATING AN APPENDIX

When the Docket Report is run with the Create Appendix option selected, two radio buttons are included at the bottom of the report: Include documents in Appendix and Include document hyperlinks in Appendix.

U.S. District Court
U.S. District Court Minnesota (DMN)
CIVIL DOCKET FOR CASE #: [0:11-cv-00010-JNE-AJB](#)

Ellingson v. U.S. Bureau of Prisons
Assigned to: Judge Joan N. Erickson
Referred to: Magistrate Judge Arthur J. Boylan
Cause: 28-2254 Petition for Writ of Habeas Corpus (State)

Date Filed: 05/27/2011
Jury Demand: None
Nature of Suit: 530 Habeas Corpus (General)
Jurisdiction: U.S. Government Defendant

Plaintiff
Bella Ellingson

represented by **Bella Ellingson**
PRO SE

V.

Defendant
U.S. Bureau of Prisons

Date Filed	#	clear	Sort Order	Docket Text
05/27/2011	1	<input type="checkbox"/>	<input type="checkbox"/>	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Erickson per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # 1 Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	2	<input type="checkbox"/>	<input type="checkbox"/>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)
05/27/2011	3	<input type="checkbox"/>	<input type="checkbox"/>	REPORT AND RECOMMENDATION re 1 Petition for Writ of Habeas Corpus filed by Bella Ellingson. Objections to R&R due by 6/6/2011. Signed by Magistrate Judge Arthur J. Boylan on 5/27/2011. (JME) (Entered: 05/27/2011)

Footer format:
(Numbers, letters, spaces, and <pagenum> only)

☒ Include full docket sheet
☐ Include abridged docket sheet
☒ Include documents in Appendix
☐ Include document hyperlinks in Appendix

View Selected

or

Download Selected

CREATING AN APPENDIX WITH THE “INCLUDE DOCUMENTS IN APPENDIX” OPTION

If the Include documents in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet with the selected documents appended.

CREATING AN APPENDIX WITH THE “INCLUDE DOCUMENT HYPERLINKS IN APPENDIX” OPTION

If the Include document *hyperlinks* in Appendix option is selected when the appendix is generated, the application produces a PDF version of the docket sheet that does not include the documents from the case record.

Instead, this PDF includes document hyperlinks which direct the user clicking on them back to the District court's CM/ECF application to view the document(s).

Sample Appendix PDF with Document Hyperlinks:

U.S. District Court U.S. District Court Minnesota (DMN) CIVIL DOCKET FOR CASE #: <u>0:11-cv-00010-JNE -AJB</u>		
Ellingson v. U.S. Bureau of Prisons Assigned to: Judge Joan N. Ericksen Referred to: Magistrate Judge Arthur J. Boylan Cause: 28:2254 Petition for Writ of Habeas Corpus (State)	Date Filed: 05/27/2011 Jury Demand: None Nature of Suit: 530 Habeas Corpus (General) Jurisdiction: U.S. Government Defendant	
Plaintiff Bella Ellingson		
represented by Bella Ellingson PRO SE		
V.		
Defendant U.S. Bureau of Prisons		
Date Filed	#	Docket Text
05/27/2011	<u>1</u>	PETITION for Writ of Habeas Corpus (Filing fee \$ 5 receipt number 500400.) assigned to Judge Joan N. Ericksen per Prisoner referred to Magistrate Judge Arthur J. Boylan., filed by Bella Ellingson. (Attachments: # <u>1</u> Civil Cover Sheet) (JME) (Entered: 05/27/2011)
05/27/2011	<u>2</u>	MOTION to Dismiss by U.S. Bureau of Prisons. (JME) (Entered: 05/27/2011)

Appendix H

Accessing the ECF Training Database

1. From the District of Minnesota's Web site at: www.mnd.uscourts.gov
2. Click CM/ECF > Login To CM/ECF
3. Click the "Login Into ECF Training Database" link



4. Click U.S. District Court of Minnesota – Training System link



5. **Login** using the Attorney Training Login and Passwords (listed on the page in step 4 above)

CM/ECF Filer or PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions for filing:
Enter your CM/ECF filer login and password if you are electronically filing something with the court.

If you received this login page as a result of a link from a Notice of Electronic Filing email:
Enter your CM/ECF filer login and password. The system prompts customers for a CM/ECF login and password when attempting to view certain types of documents.

If you have trouble viewing a document:
After successful entry of your CM/ECF login, you should be able to view the document. If you receive the message "You do not have permission to view this document," viewing the document is restricted to attorneys of record in the case and the system does not recognize you as such. If the login prompt appears again, after you have entered your CM/ECF login and password, it means that the "free look" link has expired. You need to enter your PACER login and password to view the document.

Instructions for viewing filed documents and case information:
If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, you may register online at <http://pacer.psc.uscourts.gov>.

Authentication

Login:
 Password:
 client code:

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact: Social Security taxpayer-identification numbers, dates of birth, names of minor children, financial account numbers, and, in criminal cases, home addresses, in compliance with *Fed. R. Civ. P. 5.2* or *Fed. R. Crim. P. 49.1*. This requirement applies to all documents, including attachments.

☐ I understand that, if I file, I must comply with the redaction rules. I have read this notice.

Appendix I

Accessing the New Cases Report

The New Cases Report lists new civil and criminal cases filed in the U.S. District Court, District of Minnesota each day. It indicates the date and time (within the hour) the case was assigned, case number, case name, the District Judge assigned to the case, and the Magistrate Judge assigned to the case. The information will be available on the New Cases Report for 30 days. This report is designed to assist the public with viewing new case filings in the U.S. District Court. The Judge assignments in the New Cases Report are listed with their initials. Click on the Judge Initials link to view a listing of the Judge's initials and corresponding full names.

1. To access the New Cases Report click on the District of Minnesota's Web site at:
www.mnd.uscourts.gov
2. Click on the **New Cases** tab> **Access to the New Cases Report**.

New Cases Report from 10/21/2012 to 11/20/2012						
Date	Time Reported	Case #	Title	Type	Judge	Magistrate
11/19/2012	11/19/2012 17:00:01	12cv2917	Kennedy v. Astrue	Type: Social Security - SSID Title XVI	PJS	FLN
11/19/2012	11/19/2012 17:00:01	12cv2916	Signus Medical LLC v Ilion Medical LLC	Type: Pending	DWF	TNL
11/19/2012	11/19/2012 17:00:01	12cv2915	Johnson v Northwest Eye Clinic, PA	Type: Pending	JNE	AJB
11/19/2012	11/19/2012 17:00:01	12cv2914	Edoff v ARS National Services, Inc., et al	Type: Pending	MJD	JJG
11/19/2012	11/19/2012 16:00:01	12cv2913	Anytime Fitness v Roberts et al	Type: Property Rights - Trademark	SRN	JJG
11/19/2012	11/19/2012 16:00:01	12cv2912	US v Whalen	Type: Other Statutes - Other Statutory Actions	PJS	SER
11/19/2012	11/19/2012 16:00:01	12cv2911	Brynteson v Life Insurance Company of North America	Type: Pending	ADM	TNL
11/19/2012	11/19/2012 16:00:01	12cv2910	Stover v Astrue	Type: Social Security - DIWC/DIWW	JNE	FLN

Appendix J

MDL Case Report

The MDL Case Report lists all cases associated with a Judicial Panel on Multidistrict Litigation (JPML) action pending in the District of Minnesota. The report is sorted by case number and case type (the main MD case is always listed first). The user can choose whether all MDL-related cases or only pending MDL-related cases should display.

This report is accessed through Public Access to Court Electronic Records (PACER), which is an electronic public access service that allows users to obtain case and docket information.

Follow the steps below to access the MDL Case Report through PACER:

1. Access the District of Minnesota's CM/ECF system at: <https://ecf.mnd.uscourts.gov/cgi-bin/ShowIndex.pl>.
2. Log into the system with a PACER login and password.
3. Click on **Query** on the blue menu bar.
4. Enter in a master MDL case number or an associated case number for a JPML case pending in the District of Minnesota.
5. Click **Run Query**.
6. Click the link, **MDL Case Report**.
7. Select the applicable radio button to display all cases or pending cases only then click **Run Query**.
8. The output will then display accordingly.

Sample Output:

Multidistrict Litigation					
Cases Related to MDL 1943					
Judge: John R. Tunheim					
Case Number	Title	Other Court	Other Case Number	Date Filed	Date Term.
0:08-md-01943-JRT	In Re: Levaquin Products Liability Litigation			06/16/2008	
0:06-cv-03728-JRT-AJB	Voss et al v. Johnson & Johnson et al			09/15/2006	
0:07-cv-01661-JRT-AJB	Beardsley v. Johnson & Johnson et al			03/26/2007	06/02/2009
0:07-cv-01862-JRT-AJB	Kirkes et al v. Johnson & Johnson et al			04/11/2007	
0:07-cv-02999-JRT-AJB	Parr v. Johnson & Johnson et al			06/21/2007	
0:07-cv-03960-JRT-AJB	Christensen et al v. Johnson & Johnson et al			09/12/2007	
0:07-cv-04617-JRT-AJB	Shaffer v. Johnson & Johnson et al			11/15/2007	
0:08-cv-00277-JRT-AJB	Cottle v. Johnson & Johnson et al			01/30/2008	
0:08-cv-00906-JRT-AJB	Neireiter v. Johnson & Johnson et al			03/31/2008	
0:08-cv-01306-JRT-AJB	Burdick v. Johnson & Johnson et al			05/12/2008	
0:08-cv-02244-JRT	Roxenberg v. Johnson & Johnson et al			06/23/2008	
0:08-cv-02245-JRT	Epperson v. Johnson & Johnson	Indiana Southern	1:07-cv-01640	06/24/2008	
0:08-cv-02246-JRT	Brumfield v. Ortho-McNeil Pharmaceutical, Inc. et al			07/29/2008	